



Gift-in-Kind Acceptance Form

To be completed by Gavilan Community College Staff

Submit completed form to:

Michelle Jones

mjones@gavilan.edu

See second page for Details & Instructions

Donor Name (Individual or Business): _____

Contact Name (If Business): _____

Contact Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Program or Department Receiving Gift: _____

Program or Department Contact: _____ Phone: _____

Date Gift Received: _____ Value of Gift: _____

How Was Value Determined?

By Donor

IRS Qualified Appraisal

Internet research

Other

If Other, Please describe: _____

Description of Gift (Brand, Model, Serial#, VIN#, etc.):

If donation is a motor vehicle, boat, or airplane, the donor must provide Certificate of title (pink slip) upon receipt

Department Heads/Dean Signature

Foundation Staff Acceptance Signature

Printed Name and Date

Printed Name and Date

- All gifts of equipment and materials donated through the GJCCD Foundation become college property
- Gifts of motor vehicles, boats and airplanes shall include title, bill of sale (if applicable) and IRS Form 1098-C
- In addition to the above, if value is over \$5,000, IRS Form 8283 signed by an IRS qualified appraiser and written appraisal is required
- See second page for additional details & instructions
- If you need help completing this form or have questions, please contact Michelle Jones at 408-848-4711
- See BP3820 & GCEF Gift Policy on BoardDocs

Gavilan Joint Community College District Foundation - Gift-in-Kind Details & Instructions**Definition: Gifts-in-Kind are gifts of property that are voluntarily transferred by a donor to Gavilan Community programs.**

College without compensation. These gifts may include equipment, vehicles, materials, supplies, artwork, and other personal property a donor might give to Gavilan for use in its educational.

Gifts of services are not considered to be a tax-deductible contribution.

If the item(s) donated will remain in the departments possessions, a fixed asset number must be assigned by the Warehouse Department. Contact Lonnie Terrill in the Warehouse Department at 408-848-4748 for more information and for assignment number.

If the item(s) donated to Gavilan is sold, transferred or disposed of within three years from the date of the gift, the department shall notify Warehouse and the Foundation in writing, within one week of the sale, so the Foundation can comply with IRS regulations in reporting such a transaction.

The donor and department representative completes the Gift-in-Kind Acceptance Form. The department head or dean shall sign the form where appropriate and send to the Foundation for receipting. It is important to designate the department and Foundation fund that the gift is to be credited to.

In-Kind Donations up to \$5,000:

If the donation is \$500 to \$4,999.99, the department representative accepting the gift should inform the donor that an IRS Form 8283 will need to be filed with their tax return to claim the deduction and should advise the donor to contact their tax consultant.

In-Kind Donations of \$5,000 or above:

If the donation is \$5,000 or more, the department representative accepting the gift shall inform the donor that an IRS Form 8283, signed by an authorized appraiser, is required by the IRS and the Foundation, in addition to a copy of the appraisal.

In-Kind Donation of Motor Vehicles, Boats and Airplanes:

In addition to the completed Gift-in-Kind Acceptance Form, please provide the Foundation with a copy of the Vehicle Certificate of Title (front & back), copy of the Bill of Sale, IRS authorized appraisal (if value is over \$5,000.00), and IRS Form 1098-C and IRS Form 8283.

When an in-kind gift of a vehicle, boat or airplane has been received by the department, please inform the Gavilan Warehouse Department at 408-848-4748 for assignment of a fixed asset number.

The department representative shall also contact Administrative Services at 408-848-4744 and complete a separate process for title transfer.

IRS Form 8283: <https://www.irs.gov/pub/irs-pdf/f8283.pdf>

IRS Form 1098-C: <https://www.irs.gov/pub/irs-pdf/f1098c.pdf>