

5. Are there any risks associated with accepting the donation?
6. Will the donation require a special facility in which to house it?
7. Are there any special conditions the donor may impose?
8. If the property cannot to be used in university programs, will the donor allow it to be sold?
9. Do the benefits of accepting the donation outweigh other costs and considerations?

Gifts of materials or long-lived assets that are directly related to the mission of the institution should be reported at the face (fair market) value. For all gifts in-kind, especially items such as equipment and software, report the educational discount value (if an educational discount is offered) – that is, the value the institution would have paid had it purchased the item outright from the vendor. Regardless of what the estimated value a vendor may place on a gift in-kind, the
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Claflin University
Orangeburg, South Carolina

Gifts In-Kind Form

Instructions: Please complete the following form on gifts in-kind received in your School, Division, Department and/or Office. For documentation and acknowledgement purposes, completed forms are to be submitted to the Office of Institutional Advancement, third floor Tingley Memorial Hall, Suite 10.

Claflin University verifies that the following item(s) were donated, without reservation, for the University's use, resale, or disposal; and that the University makes no determination as to value.

Donor
Name: _____

If Corporation, Representative's Name:

Address:

City, State, Zip: _____

E-Mail: _____

Phone: (____) _____

Date:

This charitable organization acknowledges that it is a qualified organization under section 170 (c) and that it received the donated property as described above.

Signed: _____ Date: _____
School, Division, Department, or Office Representative

Signed: _____ Date: _____
Institutional Advancement Office Representative