

**GIFT-IN-KIND CONTRIBUTION FORM**

A gift-in-kind is a type of charitable donation in which goods and/or services are given instead of money (e.g. food, supplies, technology, memorabilia). Please use this form to discuss the details of the gift with the donor. Afterward, please review and obtain approval from your department head at the bottom of the form before emailing the completed form to buckmon\_aryah@columbusstate.edu.

**Date:** \_\_\_\_\_

**Donor Information:**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

**Gift Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated fair market value (by donor):** \$ \_\_\_\_\_

**Special instructions (e.g., item delivery or pick up, restrictions, etc.):**

\_\_\_\_\_

\_\_\_\_\_

**Reviewed by**

\_\_\_\_\_  
\_\_\_\_\_  
(Dept)

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*This form does not serve as a receipt for this contribution, but is intended for our internal record keeping purposes only. An acknowledgement describing the items or merchandise donated will be mailed to the address supplied above. Columbus State University Foundation is unable to include the estimated value on the donor acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift.*