

TIGER AUCTION AND DINNER

NON-CASH DONATION / GIFT IN KIND FORM

Donations must be accompanied by this completed form. Please print or type.

Donor Name - If Business Donation use Business Name _____

Address _____

City _____

State _____

ZIP _____

Phone _____

Home

Cell

Business

E-mail _____

Office Use Only:

Received Date _____

By (print) _____

Signature _____

Solicitor _____

Personal

Business

Detailed Description (Description will be used in the auction catalog and all online and other promotions of this item. Please be thorough.)

(Please attach additional pages or use the back of this form if necessary)

Date, Use, or other Restrictions

(none unless specified below)

Expiration (if applicable)

Item Value (required)

Fair Market Value \$ _____

How was Fair Market Value Determined?

Appraisal Attached (for items valued at \$5,000+)

Catalog Value

Comparable Sales

Purchase Price

Thrift Shop Value

Other _____

Item Delivery

Actual item accompanies this form

Item will be delivered to the Foundation

Delivery Date _____

Item will need to be picked up

Contact _____

Phone _____

Contact Information for Winning Bidder to Claim Item [Complete only if the actual item (event tickets, unique experiences, etc.) is not physically present at the auction.]

Name _____

Phone _____

E-mail _____

Address _____

City _____

State _____

ZIP _____

Large items may be delivered to the FHSU Foundation beginning 08/22/2011. All other items will be accepted any time.

To make arrangements to deliver items, please contact the FHSU Foundation. **Thank you for your gift!**

Attach any supporting documentation. Please see reverse for tax guidelines regarding donations to charity auctions. Keep a copy of this form, and return the original along with your donation to the **Fort Hays State University Foundation, Robbins Center, One Tiger Place, P.O. Box 1060, Hays, KS 67601**

Phone (785) 628-5565 | Fax (785) 628-5625 | E-mail: donate@tigerauction.org | FHSU Foundation Federal Tax ID: 48-6108086

I wish to transfer the above described property to the FHSU Foundation. I represent and warrant that I have complete and clear title and the authority to make the gift. I am aware that its acceptance and use is at the discretion of the FHSU Foundation on behalf of the Tiger Auction Committee.

Donor Signature _____

Date _____

You are strongly encouraged to consult with your tax advisor regarding your charitable contribution.

The Fort Hays State University Foundation gratefully acknowledges your in-kind contribution. The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal advice on behalf of Fort Hays State University, Fort Hays State University Foundation or their employees. You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:

- To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part 1 of IRS Form 8283.
- For gifts that exceed \$5,000, the donor must
 - a) Complete ALL parts of IRS Form 8283 and submit the complete form to the Fort Hays State University Foundation for a signature.
 - b) Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser.

Charity Auction donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor's charitable deduction to the donor's cost (tax basis) in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution.

Please use this space for any additional information regarding your donation.

Office use Only:

- Art - Works of Art
- Books and Publications
- Clothing and Household Goods
- Collectibles
- Food Inventory
- Other - Athletic Gear
- Other - Door Prizes
- Other - Equipment
- Other - Miscellaneous

From IRS Schedule M (Form 990)

Works of art include paintings, sculptures, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, photography, film, video, installations and multimedia arts, rare books and manuscripts, historical memorabilia, and other similar objects. Works of art do not include collectibles.

Collectibles include autographs, sports memorabilia, dolls, stamps, coins, books (other than books and publications reported on line 4), gems and jewelry (other than costume jewelry reported on line 5), but not art reported on lines 1 through 3 or historical artifacts or scientific specimens reported on line 22 or 23.