



WESTERN ILLINOIS UNIVERSITY

Western Illinois University Foundation
1 University Circle, Sherman Hall 303
Macomb, IL 61455
Phone 309-298-1861

GIFT-IN-KIND DONATION FORM

Please use this form to describe all Gift-in-Kind donations made to benefit Western Illinois University.

Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

Date of Gift: \_\_\_\_\_ (date gift was received on-campus)

DONOR CONTACT INFORMATION: DONOR ID: \_\_\_\_\_
Name: \_\_\_\_\_ Contact (if business): \_\_\_\_\_
Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DESCRIPTION OF GIFT-IN-KIND:

Table with 3 columns: Description of Gift, Unit Value of Gift, Donor Estimated Total Value

Please attach an independent appraiser's report, (required by IRS) for tangible gifts valued at \$5,000 or more.

Please attach support documentation for gifts over \$300 (see instructions)

COMMENTS: \_\_\_\_\_

WIU Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WIU Employee Use (to be completed by employee signing the form)

- checkbox This gift is for resale at \_\_\_\_\_
checkbox This gift is a tangible item that is NOT for resale. It will be consumed or used at \_\_\_\_\_
checkbox This is a service gift that is NOT for resale. These services are provided by entities or persons possessing specialized skills, and these services would need to be purchased if they were not donated.
checkbox This gift is an addition to the permanent Library collection.
checkbox This gift is an addition to the permanent Art Gallery collection.

For Foundation Accounting Use:
Initiative Code: \_\_\_\_\_ GIK Pay Type: \_\_\_\_\_

**See next page for more instructions:**

**Please attach any and all support documentation relating to the market value of the gift to this form. This includes all documentation that supports the market value estimate – including the following: receipts, appraisals, sale records of like items, purchase costs of like items, etc. All items over \$300 MUST have support documentation in order to get booked. Please contact the Foundation Office for questions pertaining to appropriate documentation for support of the market value.**

## Instructions for Completing a Gift-In-Kind Donation Form

The items below correspond to the blanks that need filled in on the GIK form on the preceding page. Please follow the instructions below regarding what to enter on each line of the form.

1. **Account Number:** Enter the six-digit Foundation account number (88XXXX) where income will be recognized and recorded in relation to the donated item(s).
2. **Account Name:** Enter the descriptive name of the account on which the GIK will be recorded.
  - a. **Ex:** Performing Arts Society Gala
  - b. **Ex:** WIUM Gift-in-Kind
3. **Date of Gift:** Enter the date the gift was received by your department.
4. Donor Information Section
  - a. **Name:** Enter the name of the LEGAL donor. This can be either a business or an individual.
    - i. The legal donor is the person who paid for or who owns the item being donated.
  - b. **Contact (if business):** If the name in the "name" field was a business, put the name of individual contact at the business here. If the name in "name" field was an individual, please leave this field blank.
  - c. **Address:** Enter the full mailing address of the donor.
  - d. **Phone:** Enter the phone number of the donor.
  - e. **E-mail:** Enter the Email address of donor.
  - f. **Description of Gift-in-Kind:** Enter a brief narrative description of the donated item.
    - i. **Ex:** Autographed Michael Jordan Jersey
    - ii. **Ex:** 2 nights stay at Holiday Inn - Macomb
  - g. **Donor Estimate Unit Value of Gift:** Enter the value per unit of the gift donated as determined by the donor.
    - i. **Ex:** One rug was donated with a value of \$50. The unit value is \$50 each.
    - ii. **Ex:** Three paintings were donated with a total value of \$300. The unit value is \$100 each.
  - h. **Donor Estimated Total Value:** Enter the total value the DONOR has assigned to this gift they provided (units price x number of items donated).
    - i. **Ex:** One rug was donated with a value of \$50. The donor estimated value is \$50.
    - ii. **Ex:** Three paintings were donated with a value of \$100 each. The donor estimated value is \$300.
5. Comments Section: If any items given by the donor will exceed \$5,000, please contact the Foundation Office (298-1861) regarding whether an appraisal is needed.
  - a. **Comments:** Enter a brief narrative detailing anything you would like to include on the donation form that you feel would be useful information about the gift that is not designated anywhere else on the form.
  - b. **WIU Employee Signature and Date:** The person in charge of collecting the donated items should sign and date the forms to acknowledge that they take responsibility for ensuring the data on the form is accurate and that the item has been received.
6. WIU Employee Use: Check the appropriate box in the gray shaded area.