



College of Liberal Arts
School of Music
Creative Arts Center
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Gift-in-Kind Form

This document recognizes the gift/gift intentions of the undersigned individual or company to Wright State University through the Wright State University Foundation, Inc.

Part 1: For completion by donor

Corporate/Individual donor name:

Donor address:

Description of gift:

Value of Gift: \$ _____ This line is to be completed by **DONOR ONLY**. The Internal Revenue Service regulations prohibit faculty, staff or any university employee from assisting or otherwise determining the value of gifts-in-kind. If the value of the gift is \$500 or more, the donor is required to file IRS form 8283 for gifts claimed as charitable donations. Donor should consult their tax advisor regarding the deductibility of this gift.

Gift is to be used by:

(department/college)

Donor Signature

Date

Part 1 can be replaced by signed letter of intent from donor.

Part 2: For completion by University Department/College

Gift received by:

(department/college)

Location of gift:

Expenses incurred in acceptance of this gift:

GIK Account:

Accepted by:

(dean, director/chair signature)

Date

Part 3: For completion by University/Foundation only

Approved by Advancement Services:

(Director)

Date

Approved by WSU Foundation:

(President)

Date

Approved by WSU Board of Trustees:

(Secretary)

Date

Part 4: Foundation use only

Donation entered into database:

Copy sent to property records: