



## GIFT-IN-KIND ACCEPTANCE FORM

### SUPPORTING DOCUMENTATION FOR GIFTS-IN-KIND

1. Attach documentation from donor conveying the gift to FPU
2. Attach valuation method of gift (see below)
3. Gift agreement (if value \$25K or more)
4. Signatures from College/Dept. stating desire to have gift & being in possession of the gift (see bottom section on this form)

**Never include estimated value of gift in any acknowledgment letter to the donor.**

### FOR FPU FOUNDATION OFFICE USE

DONOR ID: \_\_\_\_\_

D.O./MANAGER: \_\_\_\_\_

1098-C (Gift of vehicle)

REVIEWED BY: \_\_\_\_\_

#### DONOR INFORMATION

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ SS #: \_\_\_\_\_

*(if donating a boat, plane or other motor vehicle)*

Email: \_\_\_\_\_ Contact: \_\_\_\_\_

Florida Polytechnic University  Alumna/Alumni  Parent Corporation/  Faculty/Staff

Affiliation(s):  Friend  Foundation  FPU Foundation

#### GIFT INFORMATION:

Describe the gift indicating the quantity, model number, manufacturer, etc., and whether it needs space, additional support, material and/or service to operate. Attach a separate sheet if necessary. *(If giving a vehicle, please note the make, model, year and any other ID.)*

**DONOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**VALUE:** \$ \_\_\_\_\_

#### VALUATION METHOD MUST BE CHECKED

- Appraisal needed if over \$5,000 per IRS  
(donor provide within 60 days of gift)
- Itemized inventory list
- Vendor/Organization invoice
- Published value (catalog, etc.)
- Value not provided by donor; determined by qualified faculty/staff expert

#### DESIGNATED FOR (Check one):

- Department: \_\_\_\_\_
- College: \_\_\_\_\_
- Other: \_\_\_\_\_

#### FPU FOUNDATION FUND DESIGNATION:

- Fund: \_\_\_\_\_
- Fund: \_\_\_\_\_
- Fund: \_\_\_\_\_

*\* Recorded as an asset, but does not provide cash value to the fund.*

#### GIFT RESTRICTIONS

- Donor stipulations/limitations *(Attach donor explanation in details)*
- Gifts may be sold, proceeds used for designated purpose
- Gift to be retained and used for designated purpose
- Gift will be sold and proceeds used for:

\_\_\_\_\_

*Signatures below indicate being in possession of the gift and the department's desire to obtain/approve the gift:*

**GIFT RECEIVED BY:**

Name (*print*): \_\_\_\_\_ Department Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

**ACCEPTANCE AUTHORIZATION:**

VP Advancement Signature: \_\_\_\_\_ Date: \_\_\_\_\_

See Florida Polytechnic University Foundation Policy FPUF-2.12 for Further Information Regarding In-Kind Gifts

*The Florida Polytechnic University Foundation is a 501(c)(3) charitable organization and gifts made to it are tax deductible to the extent allowed by the law.*

Contact [Advancement@floridapoly.edu](mailto:Advancement@floridapoly.edu) with any questions  
863-874-8700