Texas A&M University-Corpus Christi
Gift-in-Kind Reporting Form

The internal Revenue Service requires the University to report the value of non-cash donation donations at reasonable market value. Please note: the “estimated dollar value” amount of the non-cash donation listed on this form will be used for internal purposes only and may not meet the IRS requirements for income tax deduction purposes.

To establish the fair market value of non-cash donations, please use the following guidelines:

- **Estimated value is less than $5,000**: The donor will be asked to supply reasonable documentation as to the fair market value of the donation
- **Estimated value is $5,000 and up**: IRS regulations require the donor to provide a written appraisal by a qualified appraiser and to complete IRS Form 8283. Both the written appraisal and Form 8283 must be filed with the donor’s tax return. The written appraisal must be obtained by the donor before making the non-cash donation.

Date Item Received: ________________  Donor Name / Company: __________________________

If Corporation or Organization Gift, Contact Person to receive acknowledgement:

____________________________________________________________________________________

Title of Contact Person: __________________________

Address of Donor: __________________________

City: __________________________  State: __________________________  Zip: __________________________

Telephone Number: (__) __________________________  Email: __________________________

Description of gift / donation (please be specific):

____________________________________________________________________________________

____________________________________________________________________________________

Estimated value: __________________________

(Please attach copy of appraisal paperwork if item value is $5,000 and up)

Purpose for gift / donation:

____________________________________________________________________________________

____________________________________________________________________________________

Source of funding for maintenance & operation of gift (if needed):

____________________________________________________________________________________

*Please submit all correspondence pertaining to the gift with this form*

Tax Form 8283 received, if needed:  ____Y____ or  ____N____

University Representative receiving gift / donation:

Department: __________________________  Ext: __________________________

Dean: __________________________  Ext: __________________________

Assistant VP for Development: __________________________  Ext: __________________________

*Only gifts valued at $5,000 and up will require signatures from the Department Dean & Assistant VP for Development.*

**Return this form to:**

Advancement Services, USC, Unit 5742

**For questions, please call:**

Yvette Maldonado, x3292 or Sonia Hernandez, x5559

We appreciate your support of The Island University!

Texas A&M University-Corpus Christi
Office of Institutional Advancement • 6300 Ocean Drive, Unit 5741 • Corpus Christi, TX  78412-5741
(361) 825-2420 • Fax (361) 825-2102