



501 Crescent Street  
OB1 Rm 112  
New Haven, CT 06515

T | 203-392-5916  
F | 203-392-5083  
www.southernct.edu

## OFFER OF GIFT-IN-KIND CONTRIBUTION TO THE SOUTHERN CONNECTICUT STATE UNIVERSITY FOUNDATION

*Pre-approval by the Foundation's Executive Director is needed prior to acceptance.*

Completed By: _____	Dept: _____	Date: _____	Acceptance Approved:
SEND COMPLETED FORM TO: Office of Institutional Advancement (Notification of approval/disapproval will be made to the individual identified above.)			Exec. Dir., SCSU Fd.

### A GIFT-IN-KIND OFFER, AS DESCRIBED BELOW, HAS BEEN MADE TO THE SCSU FOUNDATION BY:

Name of Donor: (individual, business, organization, etc.) \_\_\_\_\_

Individual Contact: (if business, organization, etc.) \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

**LETTER OFFERING GIFT:**  Attached  To Follow

(A letter, signed by the donor or his/her legal representative, offering the gift to the **SCSU Foundation** is required. A sample letter is provided on the reverse side of this form.)

**DESCRIPTION OF GIFT:** (Include as much detail as possible such as manufacturer, color, dimensions, serial number, etc.)

\_\_\_\_\_  
\_\_\_\_\_

### VALUATION:

**Appraisal Attached:**  Yes  No Estimated Value: \$ \_\_\_\_\_

(Major gifts, valued at \$5,000+, require the donor to hire an independent qualified appraiser, as defined by the IRS. The appraisal must have been completed not earlier than 60 days before the date of the gift, or later than the due date of the taxpayer's tax return on which he/she first claims the deduction.)

**Estimated Value:** (may not exceed \$4,999): \$ \_\_\_\_\_ By: \_\_\_\_\_

**\*Important:** Do not quote this estimated value to the donor. (This estimate will be used for internal purposes only. Gifts with an apparent worth of less than \$5,000 may be valued by a staff or faculty member with some expertise of the fair market value of the item offered.)

**RESTRICTIONS:** (Restrictions require authorization by the Executive Director of the Foundation.)

Check One:

- There are no restrictions or costs in connection with accepting this gift
- Restrictions and/or related costs in connection with accepting this gift are:

\_\_\_\_\_  
\_\_\_\_\_

### GIFT TO BE LOCATED:

School, Division: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Assigned to (name of faculty or staff member): \_\_\_\_\_ Ext: \_\_\_\_\_

**Donors should seek independent counsel regarding charitable gift deductions**

The following is a sample letter from a donor who is offering a gift-in-kind to the SCSU Foundation. The content of this letter may vary, but donors wishing to make gifts to the SCSU Foundation **must specify “SCSU Foundation”** in their letter. A donor-generated letter is highly preferred, but this format may be prepared and presented to the donor for signature in cases of less significantly valued gifts (under \$1,000).

Date

Mr. Michael Kingan  
Executive Director  
SCSU Foundation, Inc.  
501 Crescent Street  
New Haven, CT 06515

Dear Mr. Kingan:

Please accept as a gift to the SCSU Foundation the following (please list items):

in support of the (School/Department) \_\_\_\_\_ at Southern Connecticut State University.

*IF APPLICABLE:* Enclosed is an appraisal from an independent qualified third party indicating a fair market value of \$ \_\_\_\_\_.

I place no restrictions on this gift and understand that the SCSU Foundation is required to file IRS Form 8282 if the gift is sold within two years of the date of the gift.

Sincerely yours,