

<b>Prepared By</b>					<i>Please Note:</i> Form must be completed electronically. Handwritten forms will not be accepted.				
Department	Contact Name	Contact Phone	Contact Email	Date					

A gift in-kind is a non-cash gift of physical property. Examples of gifts in-kind include, but are not limited to books, supplies, equipment, artwork, and furniture. Contributions of services and partial interest (e.g., use of beach condo) are not deductible as charitable contributions.

Per IRS regulations, any item the donor values over \$500 requires the donor to complete and sign IRS Form 8283; any item the donor values over \$5,000 requires that Form 8283 be completed and signed by the donor and the charity and that a written appraisal be provided by the donor. The Chief Financial Officer will sign Form 8283 on behalf of PSU Foundation and the Executive Director for Financial Services and Controller will sign on behalf of PSU. Should you have any questions on the above, please refer to www.irs.gov publications [526](#) and [561](#).

Please note: Portland State University and the PSU Foundation are prohibited by IRS regulations from establishing monetary values for gifts of real or personal property. Donations are tax deductible in keeping with IRS regulations.

This is a gift to the PSU Foundation	This is a gift to PSU
<p><i>The PSU gift acceptance policy states that if a gift in-kind is donated and expected to be sold within 3 years with the proceeds benefiting the intent of the donor, it is a gift to PSU Foundation. The PSU Foundation will send a <u>gift receipt</u>.</i></p> <p>Return <b>completed forms</b> to PSU Foundation</p> <p>MC: FOUND PO Box 243 Portland OR 97207-0243</p>	<p><i>If a gift in-kind is expected to be used by PSU (such as lab equipment or musical instrument), it is a gift to PSU. The PSU department receiving the gift is required to send a gift acknowledgement and attach a copy to the <u>completed form</u>.</i></p> <p>Return <b>completed forms</b> to Campus Accounting Services- University Financial Services</p> <p>MC: FAST-CAS PO Box 751 Portland, OR 97207-0751</p>

Donor /Company Information		Additional demographic updates can be emailed to: <a href="mailto:updates@psuf.org">updates@psuf.org</a>	
Donor Name	ONE ID	Spouse	
Company	<input type="checkbox"/> Personal Gift <input type="checkbox"/> Company Gift	<input type="checkbox"/> This gift is anonymous <input type="checkbox"/> All gifts from this donor are anonymous	
Address	Phone	Mobile Phone	
City, State, Zip	Email		

Gift Information			
Describe donation, including name of item, number of items, model and/or serial numbers, and a brief description:			
Fair Market Value \$		Gift Date	
Fair market value was determined based on the donor's own knowledge or expertise (attach any research conducted). If gift is of equipment or software please attach supporting documentation of value.			
Fair market value was determined by a qualified appraisal. (Attach documentation.)			
Account Name (PSU Fdn)	Account Number (PSU Fdn)	Appeal Code: (PSU Fdn)	University Index Code

Property received and condition above verified by:	
Dept Head or Financial Manager Signature:	Name Printed
Date	Department