



# Gift-in-Kind Acceptance Form

Deliver or Campus Mail to:  
OCCC Foundation  
Room 133  
400 SE College Way  
Newport, OR 97366

Donor Name (Individual or Business): \_\_\_\_\_

Contact Name (if Business): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Program or Department Receiving Gift: \_\_\_\_\_

Program or Department Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Foundation Fund (4-digit number and name): \_\_\_\_\_

Date Gift Received: \_\_\_\_\_

Value of Gift: \$ \_\_\_\_\_

How was value determined?  By Donor  IRS Qualified Appraiser  Internet Research  Other

If Other, please describe: \_\_\_\_\_

Description of Gift (Brand, Model, Serial #, VIN #, etc.): \_\_\_\_\_

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

Donor's SSN or Tax ID (EIN) (only required if donation is a motor vehicle, boat or airplane): \_\_\_\_\_

\_\_\_\_\_  
*Donor Signature*

\_\_\_\_\_  
*Department Representative Acceptance Signature*

\_\_\_\_\_  
*Printed Name and Date*

\_\_\_\_\_  
*Printed Name and Date*

\_\_\_\_\_  
*Foundation Staff Acceptance Signature*

\_\_\_\_\_  
*Printed Name and Date*

- If value is over \$500, gift acceptance must be approved by the Director of Advancement.
- If value is over \$5,000, IRS Form 8283 signed by an IRS qualified appraiser and written appraisal is required.
- If value is over \$25,000, gift acceptance must be approved by the OCCC Foundation Board of Directors.
- Gifts of motor vehicles, boats and airplanes must be approved by the Director of Advancement or OCCC Foundation Board (for gifts valued over \$25,000) and shall include title, bill of sale (if applicable) and IRS Form 1098-C.
- If you need help completing this form or have questions, please contact the OCCC Foundation office at 541.867.8531.

*The OCCC Foundation is a 501(c)(3) tax-exempt organization, EIN 93-1290953.  
Your gift may be tax-deductible as allowed by law.*



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### Oregon Coast Community College Foundation – Gift-in-Kind Details & Instructions

**Definition:** Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to the Oregon Coast Community College Foundation (OCCCF) without compensation. These gifts may include equipment, vehicles, materials, supplies, artwork, and other personal property a donor might give to OCCC for use in its educational programs. Working with the donor, the OCCCF will determine the appropriate disposition of in-kind gifts, which may include, but is not limited to, direct transfer to Oregon Coast Community College (OCCC), immediate sale, or retention for future disposition.

Gifts of services are not considered to be a tax-deductible contribution.

The donor and department representative completes the Gift-In-Kind Acceptance Form. The department representative shall sign the form where appropriate and send to the Foundation for receipting. It is important to designate the Foundation fund to which the gift is to be credited.

#### **In-Kind Donations of \$500 and above:**

If the donation is \$500 or more, the department representative will contact the Director of Advancement for gift acceptance approval. If the gift is valued at \$25,000 or more, the gift must be approved by the OCCC Foundation Board of Directors.

#### **In-Kind Donations up to \$5,000:**

If the donation is from \$500 to \$4,999.99 and has been approved by the Director of Advancement, the department representative accepting the gift shall inform the donor that an IRS Form 8283 will need to be filed with their tax return to claim the deduction and should advise the donor to contact his/her tax consultant.

#### **In-Kind Donations of \$5,000 and above:**

If approved, the department representative shall inform the donor that an IRS Form 8283, signed by an authorized appraiser, is required by the IRS and the Foundation, in addition to a copy of the appraisal.

#### **In-Kind Donations of Motor Vehicles, Boats and Airplanes:**

In addition to the completed Gift-in-Kind Form (including donor's Tax ID Number and/or Social Security Number), please provide the Foundation with a copy of the Vehicle Certificate of Title (front and back), copy of the Bill of Sale, IRS authorized appraisal (if value is over \$5,000.00), and IRS Form 1098-C and IRS Form 8283.

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>  
IRS Form 1098-C: <http://www.irs.gov/pub/irs-pdf/f1098c.pdf>