



# CAZENOVIA COLLEGE

REAL LIFE LEARNING. *Real Life Success.*

## **Gift-In-Kind Form**

This completed form is required for all tangible property gifts and/or services donated to Cazenovia College. The form must be submitted to the Office of Institutional Advancement for gift acknowledgment and tracking. Acceptance of gifts by Cazenovia College is subject to the following conditions:

1. Acceptance of all gifts must be *pre-approved* by the Department Supervisor and the Vice President for Institutional Advancement at the College.
2. Gifts cannot be accepted with any restrictions.
3. The College cannot undertake to provide a valuation on any gift.

All other gift acceptance guidelines are outlined in the *Cazenovia College Gift Acceptance and Valuation Policies* handbook, approved by the Board of Trustees. For information, contact: The Office of Institutional Advancement at (315) 655-7369.

### **DONOR INFORMATION:**

*(Please print.)*

Name of donor(s): \_\_\_\_\_

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

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

### **GIFT INFORMATION:**

Description: \_\_\_\_\_

(Include date acquired, new or used, model, serial number, brand names, etc., if applicable.)

Valuation Determined by Donor: \_\_\_\_\_

(If this value exceeds \$5,000, an appraisal is required in order for the College to verify the gift amount in the acknowledgment process. Please attach appraisal to this form. A donor may waive this if they do not desire to claim their gift with the IRS.)

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Received for Cazenovia College by: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and submit this form to: Office of Institutional Advancement, Cazenovia College,  
22 Sullivan Street, Cazenovia, NY 13035, Telephone: (315) 655-7369 FAX: (315) 655-7394**