

**IOWA WESLEYAN UNIVERSITY
Gift-In-Kind Report Form**

This form is to be used when accepting gifts of real, tangible property for the University. Please be sure that proper procedures as outlined in Section II of the Fundraising Policies and Procedures are followed. This form is to be submitted to the University Advancement Office upon completion by the person accepting the gift-in-kind.

1. Individual Reporting Gift: _____ Phone (____)_____
2. Gift restricted to Department/Project Code: _____
3. Description of Gift: _____
4. Date of the Gift _____
5. Donor Name: _____
6. Donor Address: _____
7. City: _____ State: ____ Zip: _____ Phone: _____
8. Donor's Relation to Iowa Wesleyan: (Circle one) Trustee Business Foundation Alumni
Parent Friend Faculty/Staff
9. Gift Value (to be provided by donor) _____
A. For gifts valued at \$5,000 or less, attach copies of invoice, receipt or donor's statement of value.
B. For gifts that exceed \$5,000, attach a copy of the appraisal. Date of appraisal _____.
C. **For all gifts valued at more than \$500, please attach IRS Form 8283**
10. Donor Restrictions, if any: _____
11. Potential Liability for Iowa Wesleyan University: _____

APPROVED FOR ACCEPTANCE

_____ **Date:** _____
Department Chair/Director

_____ **Date:** _____
Vice President for University Advancement

_____ **Date:** _____
Vice President for Finance and Treasurer