

In-Kind Gift & Property Proposal Form

Please complete for gifts to Cal Poly Humboldt that are NOT cash or stock

Instructions: 1) Complete the form. 2) Attach documentation supporting gift's value. 3) Submit this form along with documentation to University Advancement.

Staff or faculty requesting gift acceptance _____

Date _____ Phone _____ Email _____

Campus department _____

Donor information

Donor's name _____

If donor is a business, please include **Contact person's name** _____

Address _____ City _____ ZIP _____

Item(s) description (if necessary, attach a detailed description of item donated) _____

Wait! Before continuing, please provide documentation estimating gift's fair market value. Valid forms of documentation include receipts, catalog price sheets, expert opinions/appraisals, quotes for comparable items, and proof via online sites.

Estimated Value of gift \$ _____

Do you intend to liquidate this property in the next three years? **Yes** **No**

For University Advancement use only

Cal Poly Humboldt Foundation	Accept	Reject	
Campaign _____		Fund _____	Appeal _____
Signature _____		Title _____	Date _____

Property and University Advancement checklist

Date sent to Property (SBS 311): _____ Property tag # _____

Date property liquidated: _____ Liquidation value \$ _____

Date IRS form 8282 sent to donor _____