

Humboldt State University
In-Kind-Gift & Property Proposal Form

Please complete for gifts to HSU that are NOT cash or stock

Office of Philanthropy (707) 826-5200

Instructions:

1. Complete form.
2. Attach documentation supporting gift's value.
3. Submit this form along with documentation to the Office of Philanthropy.

Staff or Faculty requesting gift acceptance

Date Phone Email

Campus Department

Donor's Name

Donor Address (If donor is a business, please include contact person's name)

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 PHILANTHROPY USE ONLY

Philanthropy Office

Accept Reject

Campaign _____ Fund _____ Appeal _____

Signature/Title _____ Date _____

Property and Philanthropy Checklist

Date sent to Property SBS 311: _____ Property Tag # _____

Date Property Liquidated: _____ Liquidation Value \$ _____

Date IRS Form 8282 sent to Donor: _____