

## Missouri State Foundation Gift-In-Kind Documentation

The following form may be printed and submitted to the Missouri State Foundation by departments for recognition of equipment and non-cash gifts to the University.

Donor(s) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Give primary gift credit to:     Individual             Business

Gift received on campus: Date \_\_\_\_\_ By \_\_\_\_\_

Gift to be used by: Department/Program \_\_\_\_\_

Foundation Account No. \_\_\_\_\_

### Gift Item Description:

Please be as specific as possible, including name of item, number of items, age, model or serial number and brief description.

**Fair Market Value \$** \_\_\_\_\_

I have reviewed the attached information and agree with the valuation provided. *How is fair market value determined? (This amount should not be determined by the donor. Please see below.)*

**I agree that this accurately represents the fair market value. I additionally understand I cannot rely upon donor-provided values, but rather my own knowledge and expertise (as applicable) or alternative means, such as documented published price lists.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Please attach copies of any pertinent correspondence, invoices, catalog pages, etc., that will provide documentation of information on this form.

**Return to:** Missouri State Foundation, 300 S. Jefferson, Suite 100, Springfield, MO 65806. If you have questions regarding gifts-in-kind, please e-mail the Missouri State Foundation at [foundation@missouristate.edu](mailto:foundation@missouristate.edu) or call 417-836-4143.