

**OFFER OF GIFT-IN-KIND CONTRIBUTION TO THE  
TOWSON UNIVERSITY FOUNDATION**

***\*Pre-approval by the Foundation's Exec. V.P. is needed prior to acceptance.***

**COMPLETED BY:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **EMAIL COMPLETED FORM TO:** TU Foundation

(Notification of approval/disapproval will be made to the individual identified above.)

Acceptance Approved:

Exec. VP, TU Foundation

\_\_\_\_\_/\_\_\_\_

**A GIFT-IN-KIND OFFER, AS DESCRIBED BELOW, HAS BEEN MADE TO THE TU FOUNDATION BY:**

**Name of Donor:** (individual, business, organization, etc.) \_\_\_\_\_

**Individual Contact:** (if business, organization, etc.) \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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

**Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**LETTER OFFERING GIFT:** ☐ **Attached** ☐ **To Follow**

(A letter, signed by the donor or his/her legal representative, offering the gift to the **TU Foundation** is required. Sample letter below.)

**DESCRIPTION OF GIFT:** (Include as much detail as possible such as manufacturer, color, dimensions, serial number, etc.)

**VALUATION:**

**Appraisal Attached:** ☐ **Yes** ☐ **No** **Estimated Value:** \$ \_\_\_\_\_

(Major gifts, valued at \$5,000+, require the donor to hire an independent qualified appraiser, as defined by the IRS. The appraisal must have been completed not earlier than 60 days before the date of the gift, or later than the due date of the taxpayer's tax return on which he/she first claims the deduction.)

**Estimated Value:** (may not exceed \$4,999): \$ \_\_\_\_\_ **By:** \_\_\_\_\_

**+ IMPORTANT: Do not quote this estimated value to the donor.** (This estimate will be used for internal purposes only. Gifts with an apparent worth of less than \$5,000 may be valued by a staff or faculty member with some expertise of the fair market value of the item offered.)

**RESTRICTIONS:** (Restrictions require authorization by the Executive Vice President of the Foundation.)

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☐

**There are no restrictions or costs in connection with accepting this gift.**  
**Restrictions and/or related costs in connection with accepting this gift are:**

**GIFT TO BE LOCATED:**

**College, Division:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Assigned to** (name of faculty or staff member): \_\_\_\_\_ **Ext:** \_\_\_\_\_

The following is a sample letter from a donor who is offering a gift-in-kind to the TU Foundation. The content of this letter may vary, but donors wishing to make gifts to the TU Foundation must specify *TU Foundation* in their letter. A donor-generated is highly preferred, but this format may be prepared and presented to the donor for signature in cases of less significantly valued gifts (under \$1,000).

Amy Weinreich, CPA  
VP & Chief Financial Officer  
Towson University Foundation, Inc.  
8000 York Road  
Towson, MD 21252-0001

Dear Mrs. Weinreich:

Please accept as a gift to the Towson University Foundation the following:

in support of the \_\_\_\_\_ Department at Towson University.

[IF APPLICABLE:] Enclosed is an appraisal from an independent qualified third party indicating a fair market value of \$\_\_\_\_\_.

I place no restrictions on this gift and understand that the TU Foundation is required to file IRS Form 8282 if the gift is sold within three years of the date of the gift.

Sincerely yours,

**Note: Name of other Foundation/University contacts may be substituted**