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	UNIVERSITY OF
UCF	CENTRAL FLORIDA

Gift In-Kind Form

Please refer to the Gift Acceptance Policy for Gift In-Kind donations

Development officer, please forward a completed Gift In-Kind form along with appropriate documentation to the UCF Foundation for acceptance. Mail to: UCF FOUNDATION, 12424 RESEARCH PARKWAY, SUITE 250, ORLANDO, FL 32826

DONOR INFORMATION (Bold items are i	required)
Donor/Gift Type: 🗆 INDIVIDUAL 🛛 JOI	INT WITH SPOUSE 🛛 CORPORATION OR ENTITY
UCFF Apollo ID (for current donors):	
Donor Name:	
If joint gift, please provide both names. If corpo	ration or entity gift, list the name of the company.
Primary Contact:	
For corporation or entity gift only. Who should r	receive acknowledgment and be invited to recognition events?
Preferred E-mail Address:	
Preferred Phone Number:	Ext BUSINESS
Preferred Address:	
City:	State: Zip code:
GIFT INFORMATION	
Date received at UCF /	Valued at \$
	he IRS requires an appraisal by an independent appraiser in order for the value of hould consult with their tax consultant. If an appraisal is obtained by the donor, then y be credited by the foundation.)
Donor's Conditions: On o conditions or	\Box conditions
Describe conditions (identify any constrain	nts):
	ift or 🗆 Term - keep until:/ /
Description of Gift In-Kina:	
College, Division, Department or Unit re	ceiving gift:
UCF Contact receiving gift:	
Donor Name <i>(print name)</i>	Title/Relationship (<i>if contact person</i>)
Donor Name <i>(signature)</i>	Date
	nt policy, the IRS only allows a donor to take a contribution deduction to the extent rket value of the goods or services the donor receives in return for the contribution. tion when issuing an acknowledgment.
□ YES □ NO Goods or services were provid	ded to the donor in exchange for this gift, other than name and logo recognition
If yes: Description of the Goods/Services	5:
Fair Market Value Total: \$	(Please attach detailed information regarding the FMV total)
□ YES □ NO Donation represents a signific	ant discount on the purchase of goods or services
If yes: Please provide the total valued an	nount for goods or services \$
Please provide the amount paid fo	r the goods or services \$

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The difference represents the discount received (= charitable value)

DEPARTMENT ACCEPTANCE:

The following signatures indicate official acceptance by the university of the Gift-in-Kind described in the above section. It is the responsibility of the development officer to ensure that the form is complete and that all appropriate signatures are obtained in advance of submission to the Foundation. A Foundation project number must be assigned for tracking purposes:

Foundation Project Number:	_(10 character alpha-numeric Foundation project #)

Name of Department Chair or Unit Director	Signature	Name of Department/Unit	Date
Name of Dean or Division Vice President	Signature	Name of College/Division	Date
Name of Development Officer	Signature		Date

Additional considerations:

• If there are any holding or carrying costs associated with the gift, the signatures above authorize such expenditures to be charged to the Foundation project listed above or indicate the appropriate project to be charged here:

OTHER REQUIRED APPROVALS:

Approval for environmental safety is required for plants, landscape materials, animals, all equipment, and any material or item to be used in a laboratory or in research. Examples include laser and optics equipment, high power equipment, water or ventilation needs, equipment that might create a hazardous condition, analytical equipment, semi-conductor tools, and hazardous, radioactive, or bio-hazardous materials.

Jose Vazquez	Signature
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Approval for equipment requiring maintenance.

Danta White Signature

Interim Director, Environmental Health & Safety University of Central Florida

Date

Sr. Asst VP and University Controller for Financial Affairs University of Central Florida

Date

Approval for computer, telecommunication, data processing, or other resources or materials pertaining to intellectual properties or information technologies.

Sheila Amin Signature	Interim Vice President and Chief Information Officer, Information Technologies & Resources University of Central Florida	Date
FINAL ACCEPTANCE OF IN-KIND GIFT: Erick Kepfer Signature	Director, Accounting University of Central Florida Foundation, Inc.	Date
For goods, the item is eligible for a tax deduction		

 For goods, the item is eligible for a tax deduction and donor recognition OR

 \square For services, only donor recognition is provided

□ For property inventory [value over \$5,000]

Date:_

Signature:_____

University of Central Florida Foundation, Inc. 12424 Research Parkway, Suite 250 Orlando, FL 32826