

The Internal Revenue Service (IRS) requires that the Foundation list the value of non-cash donations at a reasonable market value.

Establishing the market value of non-cash donations:

- Estimated value is less than \$500: The donor will be asked to supply reasonable documentation as to the market value of the donation.
- Estimated value greater than \$500, but less than \$5,000: The donor will be asked to supply documentation as to the market value of a donation. In addition, the donor must complete IRS Form 8283 (www.irs.gov/form8283) which is to be filed with the donor's tax return.
- Estimated value greater than \$5,000: IRS regulations require the donor to provide a written appraisal by a qualified appraiser, and to complete IRS Form 8283. Both the written appraisal and Form 8283 must be filed with the donor's tax return.

THE FOUNDATION MUST RECEIVE YOUR COMPLETED FORM THROUGH ADOBE SIGN AND PRIOR TO DELIVERY OF DONATION.

STEP 1: DONOR INFORMATION

Name: _____ Email: _____ Phone: _____
 Company: _____
 Address: _____ City: _____ St: _____ Zip: _____

STEP 2: DESCRIPTION OF DONATION

***(Include quantity, label, brand name, serial number, etc.)**

Method used in determining market value: _____ Total Value: _____
(attach copy of appraisal if necessary)

STEP 3: CONFIRMATION OF DONATION

AVC Personnel Initially Contacted: _____ Ext. _____ Date Donation Received: _____
***Division/office/area receiving donation:** _____ Bldg/Room # _____

*Materials donated to the AVC library as gifts will be considered for addition to the collection if they meet the library's selection guidelines, or will be given to students. All gifts become the sole property of the AVC library. The library reserves the right to determine the disposition of the donated material.

Additional funds:

- ☐ will not be needed for installation or use.
☐ will be needed for installation or use. These funds will be obtained through: _____

STEP 4: LARGE-SCALE DONATIONS

Items that are high in value, complex in nature, require special handling or long-term storage, or that may impose logistical, financial, or legal obligations (e.g. vehicles, aircraft, shipping containers, equipment, etc.).

*Initiating department must complete the Large-Scale Donation Assessment below detailing description of the item(s), estimated value, intended use or benefit, potential costs (transportation, storage, disposal, maintenance), risk or concerns identified.

1. Description of the item(s):

2. Estimated value, and intended use or benefit:

3. Potential Costs (i.e. transportation, storage, disposal, maintenance), and risks or concerns:

STEP 5: AUTHORIZATION TO ACCEPT DONATION

AVC Dean/Department Head (print name)

Signature

Date

STEP 6: RECEIVING DEPARTMENT VICE PRESIDENT APPROVAL

AVC Vice President (print name)

Signature

Date

STEP 7: DELIVERY APPROVAL (IF APPLICABLE)

Teresa Cooper

Warehouse Coordinator (print name)

Signature

Date

STEP 8: AVC FOUNDATION APPROVAL

Dianne Knippel

Foundation Executive Director (print name)

Signature

Date