

I donate the following (please describe)	Model Number	Serial Number	Value of Item(s)

Part of Special Collection? Yes No If yes, indicate name of collection: _____

Date of Donation: _____ Total Value of Donation: \$ _____

Donor(s) Name
(corporate name if corporate gift): _____

Provide contact name for corporate gifts: _____

Address: _____

Telephone: _____

This form cannot be used for IRS purposes.
You will receive a letter from the SIU Foundation for tax purposes.

Form prepared by: Donor Other SIU Employee receiving gift (sign next section)

Print Name	Email
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All gifts must have documentation supporting the value indicated on this form. This documentation includes appraisals, receipt from retail vendor, current price list(s) from manufacturer (including organization's discounts), letters from professionals knowledgeable about the item, etc. The IRS requires donors to have an appraisal on gifts of property or similar items with a value more than \$5,000 in the same calendar year. Form 8283 should be completed and attached to this form. Donors should seek professional tax advice for the deductibility of their contributions.

Foundation Account Name	Foundation Account Number	AIS Inventory Number
<p><i>I am attesting the items attached have been received and the information listed on the form is correct to the best of my knowledge. I have attached all relevant information associated with this transmittal. No goods and/or services were provided. * (sign below)</i></p>		
Location of Gift (Bldg. & Room): _____		
SIU Employee Name & Signature	Date	Phone Department

* NOTE: If goods and/or services were provided, "Contribution with a Non-Tax Deductible Portion Deposit Form" is required.

	Print Name	Signature	Date
Approvals	Dean/Director: _____		
	Foundation: _____		
	SIU Property Control: _____		

Foundation/Property Control Use Only		
Doc #	Total \$ Transferred	Check if IRS 8283 Completed <input type="checkbox"/>