

Purpose

These forms are to be used to record and receipt non-cash gifts. (Note: The IRS requires donors to have an official Gift Receipt for gifts \$250 or more before filing tax returns. The Gift Receipt has a description of the gift but does not indicate a value per IRS regulations.)

Gift in Kind (GIK) Form

Instructions

1. Use this form for regular GIK.
2. Include all copies of correspondence and documentation relation to the gift.
3. Complete and forward to SIU Foundation no later than 24 hours after receipt of a non-cash gift.

Special Event GIK Form

Instructions

1. Use this form for Special Event GIK.
2. Include all copies of correspondence and documentation relating to the gift.
3. Complete and attach the Transmittal Cover Sheet for Special Event GIK.
4. Forward to the SIU Foundation no later than 24 hours after receipt of a non-cash gift.

Transmittal Cover Sheet for Special Event GIK Forms

Instructions

1. This cover sheet form attaches to a group of *Special Event Gift-in-Kind Forms* that will be deposited into the same account.
2. This cover sheet should include the Budget Officer's signature accepting attached *Donor's Gift-in-Kind Forms*.
3. Include all copies of correspondence and documentation to the *Donor's Gift-in-Kind Forms*.
4. Complete and forward to the SIU Foundation no later than 24 hours after receipt of a non-cash gift.