

In-Kind Gift Report

All in-kind gifts (items other than cash) must be reported to the Tennessee Board of Regents. Some types of these gifts require approval by the chancellor before they can be accepted by the College. So that correct documentation is maintained, this report should be completed and submitted to Executive Director, Pellissippi State Foundation, 10915 Hardin Valley Road, P.O. Box 22990, Knoxville, Tennessee 37933-0990, prior to the acceptance of any gift of this nature by the College or Foundation. A written letter of acknowledgment will be sent to the donor when formal acceptance is made. Donors of noncash charitable contributions of \$5,000 or more are advised to review IRS instructions for Form 8283 and to submit page 2 (Section B, Part IV) of that form to the Foundation Office for signature, if applicable. The federal tax identification number for the Foundation is 58-1493050.

TO BE COMPLETED BY DONOR (Please print)

Name of donor: (Dr./Mr./Mrs./Ms.) _____ Title _____

Organization name _____

Mailing address _____

City _____ State _____ Zip _____

Telephone: (____) _____ E-mail _____

Equipment or material to be donated (Attach documentation):

Approximate monetary value of gift (Attach documentation): \$ _____

Donor signature _____

TO BE COMPLETED BY PERSON REQUESTING GIFT (Please print)

Gift recipient _____
Office/Department/Campus/Organization/Student Organization

Name of solicitor _____ Date gift pledged _____

Describe how this gift will be used _____

List any transportation arrangements needed _____

APPROVALS—FOR INTERNAL USE ONLY

Staff/Faculty Sponsor
(if gift requester is a student)

Vice President/Department Head/
Director/Dean

Vice President, College Advancement/
Executive Director, Foundation

President, Pellissippi State

COPIES SENT TO

- Foundation
- Donor
- Department
- Business Office