

**UNIVERSITY OF THE INCARNATE WORD
 INCARNATE WORD HIGH SCHOOL
 ST. ANTHONY CATHOLIC HIGH SCHOOL**

IN KIND DONATION FORM

Please complete form and send to the Development Office by one of the following three options:

U.S. Postal Mail	Email	Deliver To
Development Office University of the Incarnate Word 4301 Broadway, CPO #317 San Antonio, TX 78209	skutsche@uiwtx.edu	The McCracken House University of the Incarnate Word 102 Mt. Erin Pass San Antonio, TX 78209

Date donation received: _____

Donation is for what purpose or event: _____

Donation is for what department: _____

Department Contact/Name: _____

Donated by: _____
Company Name/ Individual Contact PIDM (if available)

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () - _____ ext. Email: _____

Description of item(s) donated:

This donation form submitted by: _____ Phone #/Extension _____

*Dollar Value of Donation: \$ _____

***PLEASE NOTE BELOW REGARDING DOLLAR VALUE OF ITEM(S)**

For the Business Office and insurance purposes we would appreciate an estimated value of the item(s) donated. For gifts under \$500, we accept the donor's stated value for the gift. For Federal tax purposes, the burden of establishing the value of an in-kind item is determined solely by the donor.

- If the value of the item exceeds \$500, an IRS Form 8283 Non-Cash Charitable Contributions will be signed by an authorized UIW representative in Institutional Advancement when presented by the donor.
- If a non-cash gift has a value of \$5,000+, or if more than one gift of similar items has an aggregate claim value of \$5,000+, a qualified appraisal must accompany this gift. The appraisal is at the expense of the donor according to IRS rules.
- Discounts on goods purchased do not count as in-kind gifts.
- Volunteer time does not count as an in-kind gift. However, when a business or corporation pays for an employee to teach or otherwise provide services for a non-profit, that business or corporation can be issued a confirmation letter for tax records.

For further information regarding in-kind gifts, IRS Form 8283 or appraisals, please contact the
 Development Office at 210-829-6013.