



Franciscan Missionaries of Our Lady University
5414 Brittany Drive
Baton Rouge, LA 70808
Gift-In-Kind Contribution Form

Gift made by: _____ **Date of gift:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Detailed description of gift(s):

I estimate the fair market value of this contribution to be: _____ *

***Notes to donor(s):**

Franciscan Missionaries of Our Lady University gratefully acknowledges your in-kind contribution. The following information pertaining to your in-kind contribution is being provided for your convenience and does not constitute legal advice on behalf of the University or their employees.

You are strongly encouraged to consult with your tax advisor and refer to the IRS publications referenced below:

- To claim a tax deduction for in-kind gifts valued between \$500 and \$5,000, the donor must complete Part I of IRS Form 8232.
- For gifts that exceed \$5,000, the donor must
 - Complete ALL parts of IRS Form 8232 and submit the complete form to Franciscan Missionaries of Our Lady University for a signature.
 - Submit a certified appraisal dated no more than 60 days from the date of the donation. The appraisal must be prepared, signed and dated by a qualified, third party appraiser.

The value of any item, regardless of the amount, is used for internal gift reporting only. Franciscan Missionaries of Our Lady University is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.

Donor Signature: _____ **Date:** _____

I (print name), _____, **received the above gift(s)-in-kind.**

Receiving party (signature): _____ **Date:** _____