



Form for Acceptance of In-Kind Gifts
Santa Fe Community College Foundation

Description of Gift/Donation: _____

Purpose of Gift/Donation: _____

Donor-identified restrictions: _____

(If none, the Foundation and/or College reserve the right to use/dispose of gift as deemed necessary)

Donor Information:

Contact Name(s): _____

Business Name *(if applicable)*: _____

Address : _____

Phone : _____ Email : _____

SS Number _____ (Automobile Donations – needed for tax form 1098C)

By my signature I hereby authorize the Santa Fe Community College Foundation or SFCC to use, sell, trade or dispose of the donated item(s) in whatever manner deemed desirable by either entity, at any time.

Donor Acceptance of Santa Fe Community College Foundation/College terms

Date of Acceptance

Value of donation \$ _____ as appraised by:

- Independent with signed appraisal *(necessary for gifts exceeding \$5,000 in value)*
- Donor
- SFCC recipient department *(not for donor use)*

This item would be purchased if not donated Yes No

_____ SFCC Recipient Department Representative

Relocation requirements (i.e. transportation, shipping, storage, maintenance, or value assessment/insurance) or other special needs: _____

College Acceptances and Approvals:

Date

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Recipient Department | _____ | _____ |
| <input type="checkbox"/> Division Head/Supervisor | _____ | _____ |
| <input type="checkbox"/> Dean/Director | _____ | _____ |
| <input type="checkbox"/> Art on Campus | _____ | _____ |

For Foundation Office Only:

- Date of Acknowledgment Letter from SFCC Foundation Office _____
- Date of entry into Bloomerang _____