



# In Kind Gift Processing Form

Santa Clara University Federal Tax ID #: 94-1156617

**Donor Information:** List name and address of donor(s) or company representative. In case of multiple donors, please attach a list of individuals with gift amounts and addresses.

**Donor Name:** \_\_\_\_\_

**Donor Address:** \_\_\_\_\_

**Donor Phone:** \_\_\_\_\_ **Phone Type:**  Home  Work  Cell **RE ID#** \_\_\_\_\_

**Donor Email:** \_\_\_\_\_

**Donor Status:**  Alumni/Alumnus  Emeritus/Emeriti  Faculty  Staff  
 Parent  Student  Foundation  
 Corporation/Business  Other: \_\_\_\_\_  
 Matching Gift for: \_\_\_\_\_  
 Donor prefers to remain anonymous

## Gift Information

**Gift Type:** In Kind Gift **Gift Amount:** \_\_\_\_\_ **Campaign:** \_\_\_\_\_ **Appeal:** \_\_\_\_\_

**Description:** Indicate quantity, model number, manufacturer (sufficient to inventory equipment), securities, etc... and whether it requires space, additional support materials, and/or services to operate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated fair market value or appraised value at time of receipt.  
 By donor or agent  / Internal  Amount \$ \_\_\_\_\_

Formal appraisal?  Yes  No  
**If value is \$5,000 or more, donor must also submit IRS Form 8283 and attach a third-party appraisal**

Gift will be used for instructional purposes?  Yes  No

Software License Gift: Donor: \_\_\_\_\_ Type: \_\_\_\_\_ Value \$ \_\_\_\_\_

Gift location (for tagging): Building: \_\_\_\_\_ Room: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Restricted for use by: \_\_\_\_\_

**Form Completed by:** Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Gift Received by :** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept/School: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(If multiple recipients please attach a list of recipients)

Submit gift and accompanying documentation with this form to: **Law Alumni and Development – Bannan 230 S**