



Gifts-in-Kind

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

A Gift-in-Kind is a non-monetary contribution of physical goods (such as equipment, books, clothes, etc.) or gift of services which the donor and institution place a monetary value.

If you receive and accept such a contribution, complete the following:

1. The Charitable Gift Report Form
2. The Gift-in-Kind Form

The Donor should write the value of the donation on the form. If the estimated value is \$5,000 or more an outside appraiser needs to submit an official appraisal of the contribution in written form. The appraisal fees are to be paid by the donor.

The Donor will receive gift credit for the estimated amount of the gift and a letter from the Development system acknowledging the gift.

Donors do not receive any exchange of services (tickets etc.) from the theatre for Gifts-in-Kind.

Send both completed forms to the Business Manager for Department Head signature and forwarding to the University Office of Development.

College of Arts & Sciences
University of Tennessee
Knoxville, TN 37996-1320

Gift-in-Kind Form

Please type or print--digital version is available at [\\marian.cbt.utk.edu\common_files\resources\forms](http://\marian.cbt.utk.edu\common_files\resources\forms).

NAME (LAST, FIRST MIDDLE)

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIP

Description of Gift: (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

Do you want this gift acknowledged? (CIRCLE ONE)

YES

NO

Estimated Value of Gift (ENTERED BY DONOR)

\$

NOTE: IF THE ESTIMATED VALUE OF THE GIFT IS \$5,000.00 OR MORE, A CERTIFIED APPRAISAL MUST ACCOMPANY THE GIFT.

The Donor gives to the University of Tennessee, College of Arts & Sciences, Theatre Department the item(s) described above and agrees that the Department of Theatre will hereafter have sole discretion in the use, display, and disposition of this/these item(s).

Exception: _____

DONOR SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

Return completed forms to:
SHARON WARD FOR SUBMISSION TO THE OFFICE OF DEVELOPMENT

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Charitable Gift Report Form

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Theatre

DEPARTMENT NAME

DATE

\$

DONOR NAME

GIFT AMOUNT

DESIGNATED ACCOUNT/FUND NAME

ACCOUNT NUMBER

Matching Gift form attached? (CIRCLE ONE)

YES

NO

Is this a Gift-in-Kind? (CIRCLE ONE)

YES

NO

Department has acknowledged this gift? (CIRCLE ONE)

YES

NO

Return completed forms to:
SHARON WARD FOR SUBMISSION TO THE OFFICE OF DEVELOPMENT