

# Gift-In-Kind Form

This form must be completed by the donor for any gift-in-kind, non-cash gift, to Columbia College Chicago. Such gifts include photographs, art, computer hardware or software, books, equipment, furniture, antiques, collections, services, etc.

## DONOR INFORMATION

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Full Name(s)

Address

City, State, Zip

Primary Email

## GIFT INFORMATION

### Description of in-kind gift:

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### Condition of in-kind gift:

New       Good       Poor       Unknown       Not Applicable

Valued at: \$ \_\_\_\_\_

**Columbia College Chicago Recipient:** Photography Program, School of Visual Arts

### Source of Value:

If the value of the gift is greater than or equal to \$5,000.00, the donor should be advised that the IRS requires an appraisal by a qualified appraiser, in order for the value of the gift to be eligible as a deduction, and that the donor should consult with his or her tax advisor. Generally, the appraisal must be completed by a qualified appraiser no earlier than 60 days before the date of the donation.

Please include the formal appraisal with your gift-in-kind submission.

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Donor Signature

PLEASE SIGN  
& DATE

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Date Signed

## TERMS

Columbia College Chicago gratefully acknowledges your in-kind contribution. The aforementioned information in the above "Source of Value" section and the following information pertaining to your in-kind contribution is provided for your convenience and does not constitute legal or tax advice on behalf of Columbia College Chicago or its employees. You are strongly encouraged to consult with your tax advisor and refer to IRS Form 8283. The value of any item, regardless of the amount, is used for internal gift reporting only; Columbia College Chicago is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to obtain a qualified appraisal and substantiate the fair market value for his/her own tax purposes.

The Donor hereby absolutely, irrevocably and without restriction gives, transfers, and assigns to Columbia College Chicago all rights, titles, and interest in, to and associated with the Gift-in-kind described above. The Donor affirms that he or she owns the donated object and has good and complete right, title, and interests to give. The Donor understands and acknowledges that, without limitation, Columbia College Chicago reserves the right to photograph and/or reproduce in any medium the donated object for catalogue, educational, publicity, commercial, or other purposes, and retain or dispose of this property at its discretion.

### **Columbia College Chicago**

For gifts valued equal to or greater than \$5,000, a signature by the Vice President of Development and Alumni Relations is required.

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*Dirk Matthews*  
*Interim Vice President, Development and Alumni Relations*

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*Date Signed*