



Development and Foundation Office
 1 Barnard Drive, m/s #7
 Oceanside, California 92056
 Dee Jaykus
 760-795-6645

FOUNDATION

GIFT-IN-KIND ACCEPTANCE

Please complete to report non-cash donations:

Date _____ Name _____ Campus ext. _____

Description of gift _____

College Dept. / Program gift intended for _____

Where it will be stored / used _____

Donor Information (please circle) **ALUMNUS** **FRIEND** **COMPANY** **ORGANIZATION** **EMPLOYEE**
 (current or former)

Name _____

Company or Organization Contact Person _____

Email _____ Phone _____

Address _____

Restrictions on gift, if any _____

Donor's estimated fair market value of donation _____ **Attach donor's documentation / description**

Method / source of valuation _____

- A valuation of \$5000+ requires a formal third-party appraisal; donor will submit completed IRS form 8283 for signature of MCC Foundation Executive Director.
- The Internal Revenue Service requires that MCC list the value of non-cash donations on our books at a reasonable market value. The "fair market value" of the non-cash donation stated on this form is to be used for internal purposes only. It is the responsibility of the donor to substantiate the value of a gift for tax deduction purposes.
- Contributions of time and services are not tax deductible. Ref. IRS PNb 526
- A valuation of \$500+ requires attached donor documentation/description of valuation method.

Acceptance Signatures

Indicate college's acceptance of gift and verifies its usefulness and desirability in fulfilling the purpose of the college.

Department Chair or Dean _____
 Print Name Signature Date

Academic Information Services Dean _____
 Required for media, communications or computer related donations Signature Date

Purchasing Director _____
 Required if valuation is \$1000+ Signature Date

MCC Associate Vice President
 Institutional Advancement _____
 Signature Date

*Internal Gift Processing Document – Does not serve as donor receipt.
 Foundation will acknowledge gift with a thank-you letter, which serves as a gift receipt*