

Gift-in-Kind How To

DONOR DETAILS

- Donor Name: Specific to the person or organization who is gifting the non-cash item(s).
- CADENCE lookup ID: Managed by Advancement
- Donor Contact: Please ensure the mailing and contact information are accurate and up to date before submission. This address is where Clemson University Foundation will mail the receipt.

GIFT DETAILS

- Department and College Receiving Donation: Use Department name and number
- Contact: Who should the Foundation contact with any questions about the GIK?

Value of Gift:

- Less than \$500: provide a receipt, invoice, or comparable proof of sale for like items.
- \$500 - \$4,999: Provide a receipt, invoice, or comparable proof of sale for like items. The donor will need to complete IRS Form 8283 for tax purposes. CUF does not need to sign this form.
- \$5,000 or more: Provide a receipt, invoice, a professional appraisal, or comparable proof of sale for like items. The donor may need/want to complete IRS Form 8283 for tax purposes. CUF does need to sign this form.
- Does the GIK have software? If any component is software used to manage, use, or monitor the non-cash donation, it must be listed separately from the item's cost.
- How does this gift support the mission of the University? Select which strategic pillar this gift will support.

CONFIRMATION STATEMENTS

- Original documentation (the GIK entry form, relevant gift agreements, valuation supplements as listed above, and an 8283, where applicable) must be sent to Clemson University Foundation, Jacob Miller, Administrative Coordinator for Gift-In-Kind Center (Jmill57@clemson.edu)
- Accounting and Insurance need to know when GIKs are received by the university, you are initialing that they have been engaged prior to this GIK being submitted to the Foundation.
- Retain a copy of the GIK documents in the department for any auditing purposes.
- Follow all university required protocols for accepting non-cash donations, and supporting documents and CCIT software vetting have been added to the packet at the time of submission.

SIGNATURES

- All signatures should be electronic, and the certification page should be attached to the packet. A packet without signatures for the Department and College will not be accepted.
- The Director of Gift Management will sign once the GIK has been approved.