UAS UNIVERSITY OF ALASKA SOUTHEAST
learn · engage · change

REQUEST TO ACCEPT IN-KIND GIFTS OF EQUIPMENT AND TANGIBLE PROPERTY

Department Reporting Gift: _____ Date: _____

Dean or Director Requesting Acceptance: _____

Additional Department Contact: _____ Ext. _____

ITEM INFORMATION

Proposed equipment or property to be donated: _____

Detailed Description *(attach a separate sheet if necessary)*: _____

_____

_____

Has the donor had the equipment or property appraised? ☐ No ☐ Yes – if so, Date of Appraisal: _____

Fair Market Value: _____

Method of Determination: _____

Fair Market Value Determination Methods: A - Appraisal *(may be required if above $5,000)* E - Determined by expert on staff

* *Please attach a copy of any documents pertaining to FMV* D - Declared by donor (preferred) C - Catalog or online auction

DONOR INFORMATION

Donor Name: _____ Email: _____

Address: _____ Phone: _____

City/State/Zip: _____

PROPOSED USE AND MAINTENANCE OF EQUIPMENT OR PROPERTY

How will this equipment or property be used to benefit University of Alaska Southeast mission and programs?
(Rationale for acceptance of gift – attach a separate page if necessary)

_____

_____

_____

What is the estimated life span of the equipment or property?_____

What is the estimated disposal cost of the equipment or property? _____

Will Budget Authority be needed to maintain the equipment or property? ☐ No ☐ Yes – Amount $_____

PLEASE RETURN FORM TO: Office of Development & Alumni Relations
Fax 796-6295 or Email development@uas.alaska.edu

****

REQUEST RECEIVED: _____
DIRECTOR OF DEVELOPMENT & ALUMNI RELATIONS (SIGNATURE / PRINTED NAME) Date

APPROVAL: ☐ GIFT IS ACCEPTED ☐ GIFT IS DECLINED

_____
VICE CHANCELLOR OF ADMINISTRATIVE SERVICES (SIGNATURE / PRINTED NAME) Date

IMPORTANT: If the In-Kind Gift of Equipment and Tangible Property is Approved, the Office of Development will provide the donor with an acknowledgement letter that may be used for the donor's taxes. However, the donor or their tax professional determines the value of the gift; the letter from UAS will only acknowledge receipt and appreciation of the gift. IRS Form 8283 can be completed by the donor if desired. If the in-kind gift is accepted, the Vice Chancellor of Administrative Services or their official designee may sign the form on behalf of the University of Alaska Southeast.