

# THE ELIZABETH CITY STATE UNIVERSITY FOUNDATION

## Notification of Gift (Real & Personal Property and Gifts-in-Kind) University Advancement

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

PLEASE TYPE OR PRINT LEGIBLY

### SECTION I

DONOR NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SEND ACKNOWLEDGEMENT TO: \_\_\_\_\_

TITLE (IF APPLICABLE): \_\_\_\_\_

STREET: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

DONOR MAILING ADDRESS (Check one) Home  Business

### SECTION II

The term, “**Gifts-in-kind**” applies to **any non-cash contributions** made to the university. Gifts-in-kind might include items such as equipment, supplies, facilities usage, books, real or personal property, services, items for conversion into cash, and gifts intended to generate new resources over time. In order to qualify as a gift, the donor must have received no benefits (gifts or services) in exchange for the contribution.

Date Gift Given: \_\_\_\_/\_\_\_\_/\_\_\_\_

Quantity/description of gift: (to include brand, model number, etc.) \_\_\_\_\_

FAIR MARKET VALUE (FMV): \$ \_\_\_\_\_ VALUE DETERMINED BY: \_\_\_\_\_  
(Attach appraisal if applicable)

**\*The responsibility of valuing gifts-in-kind lies with the donor. However, gifts-in-kind with a FMV (not retail value) of \$5000 and greater will have values placed on them by qualified independent appraisers, as required by the IRS. Gifts of \$5000 and under will be valued at the declared value of the donor or a qualified expert on the faculty or staff of the institution.**

### SECTION III

PURPOSE OF GIFT: \_\_\_\_\_

RESTRICTIONS: \_\_\_\_\_

### SECTION IV

GENERAL INFORMATION: (Please indicate the person who should be credited for soliciting and receiving the gift)

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE: \_\_\_\_\_ CAMPUS ADDRESS: \_\_\_\_\_

*It is the policy of the university that all non-cash gifts to the university must be reported to the Division of University Advancement by completing a “Notification of Gift” form and forwarding it to:*

*ECSU Foundation  
P. O. Box 1467  
Elizabeth City, NC 27906*