



The University of Vermont FOUNDATION

GIFT-IN-KIND AND GIFT OF PROPERTY FORM

UVM Foundation | 411 Main Street, Burlington, VT 05401
802.656.8600 | foundation@uvm.edu | uvmfoundation.org

Donors should consult their tax advisors regarding the charitable deduction and valuation associated with any gift-in-kind or gift of property, including requirements for a qualified appraisal, IRS Form 8283, etc.).

Certain gifts-in-kind and gifts of personal property require review and approval of UVM Foundation and/or the University of Vermont before the donor may relinquish control. See instructions on second page.

Due to the complexities of gifts of real estate (land, homes, buildings, etc.), please contact UVM Foundation to discuss the steps, forms and required documentation directly with a staff member.

GIFT INFORMATION

Detailed description of gift (include quantity, manufacturer, model number, etc. and attach a separate sheet if necessary):

GIFT DESIGNATION

- ☐ This gift is to be retained and used by (department or unit): _____
- ☐ This gift will be sold. UVM Foundation must approve this gift before it can be accepted. Once sold, proceeds net of costs to hold and sell this gift will benefit: _____

ESTIMATED GIFT VALUE

I/We estimate the value of my/our gift to be approximately \$_____ in today's dollars based on the following:

- ☐ Qualified appraisal (*donors should consult tax advisors regarding requirements for qualified appraisals*)
- ☐ Published value (*retail price, catalog listing, vendor invoice, vendor letter, etc.*)
- ☐ Estimate by the donor(s)

DONOR CONTACT INFORMATION

Name _____	Spouse / Partner's Name _____
Class Yr(s). _____	Class Yr(s). _____
E-mail _____	E-mail _____
Address _____	Address _____
City/State/ZIP _____	City/State/ZIP _____
Home Phone _____	Home Phone _____
Cell Phone _____	Cell Phone _____
Employer Name _____	Employer Name _____
Business Title _____	Business Title _____
Business Address _____	Business Address _____
Business City/State/Zip _____	Business City/State/Zip _____
Business Phone _____	Business Phone _____

DONOR SIGNATURE _____ **Date** _____

DONOR SIGNATURE _____ **Date** _____

STAFF USE ONLY

Revised 9/18/2019

GIFT RECEIVED BY University or UVM Foundation staff signature _____
Date University or UVM Foundation staff took possession of gift _____

*Your gift is administered based on your intentions as well as policies approved by the Board of Directors of UVM Foundation.
Visit uvmfoundation.org to view statements related to donor rights and privacy; gift, endowment and fee policies;
board bylaws and meeting minutes; audited financial statements; IRS forms and documents; and FAQs.*

GIFT-IN-KIND AND GIFT OF PROPERTY FORM PRE-APPROVAL REQUIREMENTS AND DEPARTMENTAL GUIDANCE

UVM FOUNDATION PRE-APPROVAL

The following types of gifts require pre-approval of UVM Foundation in accordance with its gift acceptance policy.

- Gifts of existing business interests
- Gifts of real property
- Gifts of any type with intent to sell the gift
- Gifts with unique restriction or disposal requirements
- Gifts of unusual items or gifts of questionable value

UNIVERSITY PRE-APPROVAL

The following departments / units have special procedures for acceptance of gifts-in-kind or gifts of property due to legal, accreditation or internal reasons:

- Fleming Museum
- Howe Library
- Larner College of Medicine
- Athletics
- Morgan Horse Farm

GUIDANCE FOR UNIVERSITY DEPARTMENTS

Once accepted and received, University departments and units need to safeguard and use gifts-in-kind and gifts of property in accordance with University policies and procedures, and the following are key issues:

- Secured Inventory – Keep gifts-in-kind and gifts of property secured and maintain an inventory to ensure items are properly maintained, and track usage to ensure items are used as intended.
- Awards, Prizes and Winnings – If any gifts-in-kind or gifts of property are used as prizes or awards for staff or students (such as gift certificates or products), consult University policies and officials to determine what income reporting requirements may exist, or what other compliance steps may be required.
- Disposal – Please contact UVM Foundation before selling or otherwise disposing of any gifts-in-kind or gifts of property, to assess any IRS reporting or impact to the donor.
- Appropriate Use – The UVM Student Code of Conduct and other University policies must be followed when using any gifts-in-kind or gifts of property. The fact that an item was donated does not preclude a department from adhering to University policies.