

<b>Donor Name and Information</b>	
Name:	
Address:	Phone:
	Email:

\_\_\_\_\_  
Donor Signature (required)

\_\_\_\_\_  
Date

*By signing this form, I certify that I am the rightful owner of the property described and hereby relinquish ownership of the property to the Austin Peay State University Foundation to become its sole property.*

Detailed description of gift:
Value:*
<b>Delivery Information</b>
Name:
Department Name & Location:
Date Received:

\_\_\_\_\_  
Acceptance Signature (required)

\_\_\_\_\_  
Date

*(To be signed by APSU Dean or Department Head)*

**APSU FOUNDATION ACCEPTANCE**

(Vice President for Advancement, Communication and Strategic Initiatives must sign to complete the charitable contribution and officially accept the gift on the APSU Foundation's behalf.)

\* The Austin Peay State University Foundation gratefully acknowledges your in-kind contribution. Please consult with your tax advisor regarding deductibility and refer to IRS publication 561. For in-kind gifts valued between \$500 and \$5,000, the donor must complete Part I of IRS Form 8283. For gifts (or groups of similar gifts) that exceed \$5,000, the donor must complete ALL parts of IRS Form 8283 and submit the completed form to APSU University Advancement for a signature as well as a dated certified appraisal *when making the gift-in-kind donation*, keeping the original appraisal for his/her tax records. The appraisal must be prepared, signed and dated by a qualified, third-party appraiser. The value of any item, regardless of amount, is used for internal gift reporting only. APSU Foundation is unable to include the estimated value on a donor receipt or acknowledgement. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes.