



UNIVERSITY OF HAWAI`I AT HILO

REQUEST TO ACCEPT A GIFT IN KIND

VALUED \$250 AND OVER

Date Request Submitted: _____

Gift in Kind Assessment Form

(for gifts valued \$250 and over; major equipment, live animals, and any item impacting facilities)

If approved, submit with Transmittal Form for Non-Cash Gifts, Certified Appraisal, and IRS Form #8383 to University of Hawai'i Foundation.

Note: Vehicles require the Vehicle Acquisition Form from Auxiliary Services.

If the donor desires to take a tax deduction for the gift and the gift is worth \$5000 or more, the donor must obtain and submit a certified appraisal of the gift and fill out IRS Form #8283, "Noncash Charitable Contributions," which can be obtained at: <http://www.irs.gov/app/picklist/list/formsInstructions.html>. Please contact UHH's Development Office at 808-932-7705 for information.

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|--|--|
| Donor | Recipient [Who is receiving item(s)?] (College/Department/Unit) |
| Address | Recipient Rep(s) (Faculty/Staff to responsible for item) |
| Contact Rep (if different than above) | Lead Recipient Phone #: |
| Contact Phone #: | Location for Gift (UHH Bldg./Room/Area) |

| | |
|--|--|
| Description of Gift: (Please provide written details/ Make/Model/Serial #/etc.) | Cost to move gift from current location to UHH location: (Please attach copy of current quote and state amount herein) |
| Purpose/Use of Gift | Cost of annual premium to insure: (If available, provide vendor name with back up) |
| Stipulations regarding gift | Cost of annual maintenance/and or agreement: (If available, provide vendor name with back up) |
| Estimated Market Value of Gift: (Provide certified appraisal if gift is worth \$5000 or more) | Does gift require special arrangements? (Power amperage) (Lighting) (Food) (Veterinarian) (Other) |

| | | | |
|--|------------|-----------|------|
| Dean/Director of UHH Unit: | Print Name | Signature | Date |
| Vice Chancellor over unit: | Print Name | Signature | Date |
| Vice Chancellor, Administrative Affairs: | Print Name | Signature | Date |

Copy to: **Dean/Director** **VC/C over unit** **VC Admin Affairs** Original to: **UH Foundation**

Additional Comments: