

**Lewis & Clark**  
**GIFT-IN-KIND Booking Statement**

*Required for all gifts of goods or expenses of any amount*

**1. Donor(s) Information**

Donor Name \_\_\_\_\_ ID# \_\_\_\_\_\*

Soft Credit \_\_\_\_\_ ID# \_\_\_\_\_

**2. Gift Information** (Select one)

<input type="radio"/>	<b>In-Kind Item(s)</b> <i>All GIK must be approved by the Gift Acceptance Committee as outlined in Lewis &amp; Clark's Gift Acceptance Policy.</i> Location of item use or storage _____ Fair Market Value \$ _____ (gift amount) Date delivered to L&C _____ (gift date) Description <i>(for tax receipt)</i>
<input type="radio"/>	<b>Expenses</b> <i>(Unreimbursed expenses incurred for approved College business, activities, or events.)</i> Amount \$ _____ <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Board of Alumni <input type="checkbox"/> Board of VISITORS <input type="checkbox"/> Other _____ Description <i>(for tax receipt)</i>

**3. Designation Information**

Fund Name \_\_\_\_\_ Fund # \_\_\_\_\_

**4. Documentation**

- Receipts    Donor Statement    Independent Appraisal    Staff contact notes
- Gift Acceptance Committee approval    Inventory of items    Retention requirements
- Form 8283 *(Recommended for valuations of \$500 or more, caution advice from Tax professional)*
- Other Documentation \_\_\_\_\_

**5. Gift Coding**

Anonymous?    Yes    No *(If yes, elaborate in Special Instructions)*   IRA Distribution?    Yes    No

Honor   Memory   Name \_\_\_\_\_ Relationship \_\_\_\_\_

**6. Solicitation Method**

Unsolicited    Personal Solicitation    Phonathon    Direct Mail    Other

Solicitor \_\_\_\_\_ Link to Proposal \_\_\_\_\_

**7. Special Instructions**

\* *NEW?* Provide demographic info before this form is submitted at: [https://www.lclark.edu/offices/advancement\\_services/demographics/](https://www.lclark.edu/offices/advancement_services/demographics/)

**8. Form Completed By** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved By \_\_\_\_\_ Director of Advancement Services   Date \_\_\_\_\_