

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"/>	In-Kind Item(s) <i>All GIK must be approved by the Gift Acceptance Committee as outlined in Lewis & Clark's Gift Acceptance Policy.</i> Location of item use or storage _____ Fair Market Value \$ _____ Gift Value \$ _____ Date delivered to L&C _____ Description <i>(for tax receipt)</i>
<input type="radio"/>	Expenses <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)*

Honor ☐ Memory ☐ Name _____ Relationship _____

GIK Recognition Value Attribute \$ _____

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/

8. Form Completed By _____ **Date** _____

Approved By _____ Director of Advancement Services Date _____