

## Gift-in-Kind Auction Donation Form

### Lane Community College Foundation Celebration at Lane Annual Fundraiser

LCC Foundation Tax ID # 23-7113266

- Can you deliver your donation? **Yes**    **No**    **N/A**
- Date item will be available for delivery or pick up: \_\_\_\_\_

***Please Mail Gift Certificates/Cards To:***

Attention: Shelby Anderson  
Lane Community College Foundation  
4000 East 30th Ave Bldg 19 Rm 270  
Eugene, OR 97405-0640

***To Arrange For Physical Item Pickup:***

Kaisa Lightfoot  
Alumni Relations & Annual Giving Officer  
(541) 463-5898  
kaisa@laneccfoundation.org

- Would you like the Foundation to create your Gift Certificate for you? **Yes**    **No**    **N/A**
- If possible, Gift Certificates should be made valid through December of the following year.

**Name:** \_\_\_\_\_  
(Please Print Your Name / Business Name As You Prefer It to Appear In the Program)

**Business Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Donation** (Example: card/certificate, quantity, name of art, # of rooms, price per item, etc.):

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**Restrictions / Limitations:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Estimated Value: \$** \_\_\_\_\_

*Should your item not sell during this year's Auction, it will be considered an in-kind donation to the LCC Foundation for other purposes or future events. Please consult with a tax professional to determine the extent of your gifts' tax benefit.*

#### Foundation Use Only:

Date Auction Item Received: \_\_\_\_\_ Located: Storage    Binder    Other \_\_\_\_\_  
Entered in GG: \_\_\_\_\_ Date: \_\_\_\_\_ Entered in RE: \_\_\_\_\_ Date: \_\_\_\_\_

## **LANE COMMUNITY COLLEGE FOUNDATION GIFT-IN-KIND INSTRUCTIONS**

### **Definition:**

Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Lane Community College without compensation. These gifts may include equipment, materials, supplies, artwork, and other personal property a donor might give to Lane for use in its educational programs or to the LCC Foundation for use in its annual auction or employee campaign. Gifts of services are not considered to be a tax-deductible contribution.

Questions about specific gifts should be directed to the Executive Director at (541) 463-5804.

### **Donations up to \$5,000:**

Donor completes the Gift-In-Kind Auction Donation Form. All auction donations will be designated to the LCC Foundation Celebration Fund (01217). Donor completes the Gift-in-Kind Form. All donors receive a charitable tax receipt or acknowledgement for all donated items upon acceptance of approved and completed form.

If the donation is between \$500 to \$4,999.99, in addition to the above, the donor will need to complete IRS Form 8283 and file it with their tax return to claim the deduction. The donor should seek the advice of his/her tax consultant to determine the extent of the in-kind gift's tax benefit.

Copies of Form 8283 are available at <http://www.irs.gov/pub/irs-pdf/f8283.pdf>.

### **Donations of \$5,000 and Above:**

In addition to the steps outlined above, the donor should provide a copy of an appraisal and have the IRS Form 8283 signed by an authorized appraiser as required by the IRS and the LCC Foundation. Donor provides copy of Form 8283 to the Foundation with Gift-in-Kind Auction Donation Form. The donor should seek the advice of his/her tax consultant to determine the extent of the in-kind gift's tax benefit.

### **In-Kind Donations of Motor Vehicles, Boats and Airplanes:**

In addition to the Gift-in-Kind Form (including donor's Tax ID Number and/or Social Security Number), please provide the Foundation with a copy of the Vehicle Certificate of Title (front and back), copy of the Bill of Sale, IRS authorized appraisal (if value is over \$5,000.00), IRS Form 1098-C and IRS Form 8283.

When an in-kind gift of a vehicle, boat or airplane has been received by a college department, please inform the LCC Purchasing Department at (541) 463-5208 for assignment of a fixed asset number.

The department representative shall also contact Facilities Management & Planning at (541) 463-5216 and complete a separate process for title transfer (Oregon Department of Motor Vehicle).

### **Additional References and Notes:**

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>  
IRS Form 1098-C: <http://www.irs.gov/pub/irs-pdf/f1098c.pdf>  
IRS Publication 526: <https://www.irs.gov/pub/irs-pdf/p526.pdf> IRS  
Publication 561: <https://www.irs.gov/pub/irs-pdf/p561.pdf>

### **Notes:**

Under IRS regulations, the valuation of any gift-in-kind is the responsibility of the donor and/or authorized appraiser. Lane Community College and its employees are not authorized to give/place a value on any property to a donor for tax purposes. College employees may give a value to the Foundation for gift records only.