



Gift-in-Kind Acceptance Form

To be completed by donor
See second page for instructions.

DONOR INFORMATION

Donor Name (Company or Individual): _____

Contact Name (if Business): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

GIFT INFORMATION

Check the box that best describes the type of gift:

☐ Art ☐ Vehicle ☐ Food/ Beverage ☐ Supplies ☐ New Equipment ☐ Used Equipment ☐ Raffle/ Auction Item ☐ Other

Description of Gift: _____

V.I.N./ Serial#: _____ Model#: _____ Year: _____

Date Gift Received: _____ Fair Market Value (Estimated by donor): \$ _____

How was the value determined: _____

GIFT DESIGNATION

Non-cash gifts may be made to either the PCC Foundation for unrestricted use or designated for use by a specific program or purpose. ☐ Unrestricted use ☐ Specific program or purpose

Program/Department Receiving Gift: _____

Department Dean Signature: _____ Date: _____

Donor Signature: _____ Date: _____

Please return this form via email to pccfoundation@pcc.edu or mail to
PCC Foundation P.O. Box 19000 Portland, OR 97280-0990



Gift-in-Kind Details and Instructions

The PCC Foundation is a 501(c) (3) charitable organization that accepts non-cash gifts to be utilized in specific college programs or disposed of, for cash, to provide scholarships, instructional support, special program assistance or equipment.

The Foundation reserves the right to refuse any gift which is inconsistent with PCC Foundation and Portland Community College's policies, which imposes a burden on the college or Foundation, or that will not be utilized.

To initiate a gift or to see if your gift will be accepted please first contact the PCC Foundation and we will direct you to the appropriate person.

INFORMATION REGARDING LARGE EQUIPMENT AND VEHICLE DONATIONS

To give an in-kind gift of large equipment or vehicle, please coordinate with John MacLean, the Interim Central Distributions Manager at 971-722-8486 or john.maclean1@pcc.edu

For corporate gifts of \$25,000.00 or more, a letter from a representative of the corporation stating the fair market value with an accompanying inventory of the donated property is preferred.

For In-kind donations of motor vehicles, boats, planes and large equipment, please provide the Foundation with documentation in addition to the completed Gift-in-kind form. (See examples below)

- Vehicle Certificate of Title (front and back)
- Copy of Bill of Sale
- IRS Authorized appraisal (if value is over \$5,000.00)
- IRS Form 1098-c
- IRS Form 8283

IMPORTANT INFORMATION ABOUT YOUR NON-CASH GIFT (IF YOU INTEND TO CLAIM A TAX DEDUCTION)

If your Non-cash gift exceeds \$5,000, you must complete Part A of IRS form 8283 when filing.

If the value of your non-cash gift (other than publicly traded stock) is \$5,000 or above you must obtain a "qualified appraisal" and complete Part B of IRS form 8283. The PCC Foundation or the college must also sign Part B of form 8283.

If the PCC Foundation or the college disposes of your non-cash gift valued over \$5,000 within two years of receipt of gift, the PCC Foundation or the college must complete IRS form 8282 and send a copy to you and the IRS.

For more information please contact us at 971-722-4382 or pccfoundation@pcc.edu