

Receiving a donated piece of equipment or other property?

Let us do the paperwork for you.

The UO's Corporate and Foundation Relations office (CFR) will handle the gift reporting for you when your unit receives an in-kind gift from a corporation or foundation. All you have to do is notify CFR as soon as you know of a gift of property coming to the University of Oregon. We will complete and submit all the forms to Business Affairs, Donor Relations, and the UO Foundation for you.

In-kind gifts are non-cash donations such as software, new or used equipment, furniture, computers, etc. Deep discounts and bargain sales on purchases also count.



Reasons to document in-kind gifts:

- Proper recognition of the donor
- Appropriate insurance of UO property
- Compliance with IRS and other government agency requirements
- Maximum tax benefits for the donor
- Accurate financial reporting

Call us before it arrives on campus. We'll handle the rest.

Contact **Amy Murschall at 6-2446 or amym@uoregon.edu** when you expect to receive an in-kind donation. She will complete all the paperwork for you or, for donations of less than \$5,000, help you with the paperwork.

We will need following information:

1. Name of company or foundation making the gift.
2. The name of your contact there and his/her title.
3. Donor's address and phone number.
4. Description of the gift.
5. Value of the gift.
6. Anticipated date to be received on campus.
7. Campus department receiving the gift.
8. Expected physical location of the gift on campus.
9. Shipping or other documents associated with the gift.

We'll even thank the donor.

UO Development will mail thank-you letters to donors of gifts valued at \$500 or more.

