

# Guidelines for In-Kind donations

American River College may accept non-cash or “in-kind” donations of equipment or materials if they can be used to the benefit of college programs and services. All non-cash donations must be processed through the American River College Foundation.

In order to expedite the approval for, and acceptance of, non-cash donations, please follow these guidelines:

1. The donor should first contact the Community Relations Office at (916) 484-8174 to verify that the donated equipment or materials can and will be used in support of educational programs or services.
2. The donor must complete their portion of the Non-Cash Donation Form (attached). The Internal Revenue Service (IRS) requires the donor to provide the reasonable market value for any in-kind donation, which could be a receipt of purchase, appraisal or comparable value estimate. Neither American River College nor the ARC Foundation can establish market value.
3. After completing the donor portion of the Non-Cash Donation Form, the donor sends the form to the Community Relations Office. This office will coordinate delivery of the donation with the donor and the department receiving the gift.
4. As soon as the donation has been delivered to the appropriate department and the Non-Cash Donation Form signed by the receiving department, a written letter of acknowledgement will be sent to the donor.
5. Donors of non-cash charitable contributions with an estimated value greater than \$5,000 requires that the donor provide a written appraisal by a qualified appraiser. Both the written appraisal and Form 8283 must be filed with the donor’s tax return. The cost of the appraisal is the donor’s responsibility.

## **Motor Vehicles**

Generally the ARC foundation does not except motor vehicle donations because of the additional requirements regarding state regulations involving title transfer. Many other worthy nonprofits in the Sacramento region do accept used motor vehicles.

*All questions about the ARC Foundation should be directed to the Community Relations office at American River College, 4700 College Oak Drive, Sacramento, CA 95841, (916) 484-8174.*



American River College Foundation

**In-Kind (Non-Cash) Donation Form**

Establishing the fair market value of non-cash donations:

- *Estimated value is less than \$500:* The donor will be asked to supply reasonable documentation of the fair market value of the donation.
- *Estimated value greater than \$500 but less than \$5,000:* The donor will be asked to supply documentation as to the fair market value of a donation. In addition, the donor must complete IRS Form 8283 (supplied by the Foundation office) which is to be filed with the donor's tax return.
- *Estimated value greater than \$5,000:* IRS regulations require the donor to provide a written appraisal by a qualified appraiser, and to complete IRS Form 8283 (supplied by the Foundation office). Both the written appraisal and Form 8283 must be filed with the donor's tax return. The written appraisal must be obtained by the donor *before* making a non-cash donation.

The Internal Revenue Service requires that the college list the value of non-cash donations on our books at a reasonable market value. The "fair market value" of the non-cash donation established on this form is to be used for internal purposes only, and may not meet the Internal Revenue Service requirements for income tax deduction purposes.

**TO BE COMPLETED BY DONOR** (Please print)

Name of donor: (Dr./Mr./Mrs./Ms.) \_\_\_\_\_ Title \_\_\_\_\_

Organization name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Equipment or material to be donated (Attach documentation): \_\_\_\_\_

Approximate monetary value of gift (Attach documentation and/or appraisal if necessary): \$ \_\_\_\_\_

Donor signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY PERSON REQUESTING GIFT** (Please print)

Gift recipient \_\_\_\_\_  
Office/Department/Campus/Organization/Student Organization

Name of solicitor \_\_\_\_\_ Date gift pledged \_\_\_\_\_

Describe how this gift will be used \_\_\_\_\_

List any transportation arrangements needed \_\_\_\_\_

**APPROVALS — FOR INTERNAL USE ONLY**

\_\_\_\_\_  
Staff/Faculty Sponsor Date  
(if gift requester is a student)

\_\_\_\_\_  
Vice President/Department Head/ Date  
Director/Dean

\_\_\_\_\_  
Director of College Advancement Date  
Executive Director, Foundation

<b>COPIES SENT TO</b>	
<input type="checkbox"/>	Foundation
<input type="checkbox"/>	Department
<input type="checkbox"/>	Donor
<input type="checkbox"/>	Business Office