



Gift-in-Kind Acceptance Form

To Be Completed By GIK Donor.
Please see Second Page for Details & Instructions

Deliver or Campus Mail to:

LACC Foundation
SU Building, 3rd Fl
855 N Vermont Ave
Los Angeles, CA 90029

Donor Name (Individual or Business): _____

Contact Name (if Business): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Program or Department Receiving Gift: _____

Program or Department Contact: _____ Phone: _____

Foundation Fund (4-digit number and name): _____

Date Gift Received: _____

Value of Gift: \$ _____

How was value determined? ☐ By Donor ☐ IRS Qualified Appraiser ☐ Internet Research ☐ Other

If Other, please describe: _____

Description of Gift (Brand, Model, Serial #, etc.):

Department Chair/Dean Signature

Foundation Staff Acceptance Signature

Printed Name and Date

Printed Name and Date

- All gifts of equipment and materials donated through the LACC Foundation for any department/program become college property.
- Disposition of these gifts must conform to college guidelines and procedures.
- In addition to the above, if value is over \$5,000, IRS Form 8283 signed by an IRS qualified appraiser and written appraisal is required.
- See second page for additional instructions.
- If you need help completing this form or have questions, please contact us at (323) 953-4011.

Los Angeles City College Foundation – Gift-in-Kind Details & Instructions

Definition: Gifts-in-kind are gifts of property that are voluntarily transferred by a donor to Los Angeles City College Foundation without compensation. These gifts may include equipment, materials, supplies, artwork, and other personal property a donor might give to LACC for use in its educational programs.

Gifts of services are not considered to be a tax-deductible contribution.

If the item(s) donated is a printer, computer, laptop, scanner and/or a phone and will remain in the department's possession, a fixed asset number must be assigned by LACC IT Department. Contact the IT Department at (323) 953-4000 for more information and for assignment of this number.

If the item donated to LACC Foundation is sold, transferred or disposed of within three years from the date of the gift, the department shall notify the Foundation in writing, within one week of the sale, so the Foundation can comply with IRS regulations in reporting such a transaction.

The donor and department representative completes the Gift-In-Kind Acceptance Form. The department head or dean shall sign the form where appropriate and send to the Foundation for acceptance. It is important to designate the department and Foundation fund that the gift is to be credited to.

In-Kind Donations up to \$5,000:

If the donation is from \$500 to \$4,999.99, the department representative accepting the gift should inform the donor that an IRS Form 8283 will need to be filed with their tax return to claim the deduction and should advise the donor to contact his/her tax consultant.

In-Kind Donations of \$5,000 and above:

If the donation is \$5,000 or more, the department representative accepting the gift shall inform the donor that an IRS Form 8283, signed by an authorized appraiser, is required by the IRS and the Foundation, in addition to a copy of the appraisal.

IRS Form 8283: <http://www.irs.gov/pub/irs-pdf/f8283.pdf>