

# Gift in Kind Processing Form



## 1. Donor Information

Create new record

Contact Name (if organization)

Organization

Lookup ID

Street Address

City

Province

Postal Code

Phone

Email

### Recognition Name

Name (for U of T donor listing)

Donor does not wish to be listed in public donor listings

## 2. Gift Detail

Fair Market Value (exclude taxes or service charges)

Date of Transfer to U of T  
MONTH DAY YEAR

Description (must complete):

Itemized description: Please attach or send electronically to Gift Planning, Geoff Berry, noting donor name and donation date, or indicate where documentation is located.

Is this gift designated as Certified Cultural Property?

Yes  No

**Eligible for tax receipt?\***

Yes  No

\*An official receipt for income tax purpose may or may not be applicable, depending on the nature of the gift.

Appraiser document/receipt of purchase attached:

Yes  No

Department/Division's Deed of Gift/Donations Form attached:

Yes  No

Copy sent to Financial Services/Risk Management:

Yes  No

## 3. Gift Designation

Department

Designation Lookup ID

Designation

Location of the gift (building/room #):

## 4. Appraiser

Name

Lookup ID

Street Address

City

Province

Postal Code

Please note that the appraiser cannot be a U of T staff for gifts over CDN \$1,000

## 5. Plan Details

Was this gift tracked on a plan?

No

Yes

If yes, please fill in the following:

Prospect Name

Plan Name

Plan Manager

Ask Date

Ask Amount

(if different from above)

Note: Ensure opportunity designation matches gift designation

Please send completed form and supporting documentation to Executive Director, Gift Planning, University Advancement, 21 King's College Circle

Submitted by

Date

Department

Phone Number

For Gift Planning Office use only:

Approved By

Date