



Office of Institutional Advancement

4400 College Drive, Vernon, TX 76384 940.552.6291, ext. 2293 www.vernoncollege.edu

GIFT-IN-KIND DONATION FORM

All gifts-in-kind to Vernon College are processed through the Office of Institutional Advancement

Donor Name: _____ Date: _____

Title: _____

Company: _____

Address: _____
Street City State Zip Code

Telephone: _____

Description of Gift-in-Kind (please be as specific as possible): _____

Donor Estimated Value: \$ _____ Donor Signature: _____

An employee of Vernon College, unless he or she is the donor, may not provide a donor estimated value. (IRS Publication No. 561)

Note: If the donor estimated value of the gift-in-kind is more than \$5,000, the IRS requires a qualified, certified appraisal of the donation which must be attached to this donor form. Please contact Michelle A. Alexander, Director of Institutional Advancement, ext. 2293, for assistance.

Certified Appraisal attached?: _____ Y _____ N _____ N/A

Vernon College is authorized to publish the donor's name: _____ Y _____ N

Signature of Vernon College Representative receiving gift: _____

Vernon College acceptance of gift: _____ Date: _____
Signature of the President or Director of Institutional Advancement

Note: The Office of Institutional Advancement is designated by the President to process and acknowledge all gifts and gifts-in-kind to Vernon College and the Vernon College Foundation.

Copy with appropriate information attached is distributed to the following areas:

Business Office
Office of Institutional Advancement: _____ posted to Donor Database Date _____
IA Acknowledgment processed Date _____
President's Acknowledgment Date _____

Other _____

Annual Fund Gift Club: _____ Lifetime Giving Society: _____