



# University of Windsor

## REQUEST FOR DONATION RECEIPT- GIFT-IN-KIND

### Policy Statement:

*An income tax receipt cannot be issued for gifts of services, used clothing and used furniture. An independent appraisal is required for property with value greater than \$1000.*

### Donor Information:

Name:

Address:

Phone Number:

Email address:

### Recipient of Donation:

Faculty/Department Receiving Donation:

Date Delivered to University:

Describe Gift & Intended Use:

Valuation Amount (\$CDN):

*I, the undersigned, approve that the department listed above can use and has received the aforementioned goods appraised.*

Name & Extension:	
Date:	
Signature:	

Administration Approvals:

**Alumni and Donor Records** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Controller** \_\_\_\_\_

**Date:** \_\_\_\_\_

(only required if total valuation is  $\geq$ \$100,000.00 Cdn)

**VP, Planning & Administration** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Valuation Method (select the applicable method(s) :**

**Independent Appraiser - attached valuation from an expert who is independent of both the donor and the University of Windsor**

**Describe the steps taken to determine the independence of the appraiser:**

**Purchase Receipt – attached sales receipt**

**On-Campus Appraiser – Name and Department of Appraiser:**

**Sales Quote – attached copy of quote**

**Online Sale of Comparable Items**

**Other – Please describe**

**Valuation summary:**

➤ **Foreign exchange conversion: rate: \_\_\_\_\_ currency: \_\_\_\_\_ date: \_\_\_\_\_**  
**source: \_\_\_\_\_**

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**An original copy of the valuation must be attached  
Please forward completed from to  
Financial Accounting & Reporting, Gift & Pledge Processing**

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