



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:

Assistant Director, Financial Reporting _____

Date: _____

Associate Vice-President, Finance _____

Date: _____

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

Vice-President, Finance & Operations _____

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: _____

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