GIFT-IN-KIND REQUEST

FOR PROCESSING BY: University of Tennessee Foundation
Office of Alumni & Donor Records
1525 University Avenue
Knoxville, TN 37921

FROM: UTK Theatre

Please record a gift-in-kind as follows:

1) VALUE (TOTAL VALUE OF ALL ITEMS):
   (Documentation of value or donor’s statement of value must accompany form. If value
   exceeds $5,000, IRS requires a qualified appraisal to be paid for by donor and an 8283
   form supporting the charitable deduction claimed.)

2) DONOR NAME AND ADDRESS: ANDI ID (if known)

   (Individual or company contact person)

   (Address Line 1)

   (Address Line 2)

   (Phone number and Email)

   (Donor Signature)

3) DATE RECEIVED BY COLLEGE/DEPARTMENT: ________________________

4) DESIGNATION OF GIFT:
   UTK Arts and Sciences  Theatre  GKK_01_THEA
   College  Department

5) SPECIFIC DESCRIPTION OF GIFT:

   **Please attach supporting documentation. This may be receipts, handwritten lists, etc.**

Theatre Business Manager: Signature & Printed Name  Date

This material will be submitted at https://services.utfi.org/giftinkind/ and reviewed by UT Foundation attorneys. *Gift-in-kind cannot be formally accepted until this report is received and approved.*
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<th>Item Description</th>
<th># of items</th>
<th>Value</th>
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**TOTAL VALUE OF ALL ITEMS**

(goes on line #1 of UT Foundation form) $ 

Received by (Theatre Staff):

Name (printed): ____________________________________________

Signature: ________________________________________________

Date Received: ____________________________________________