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**DONOR DECLARATION OF VALUE**  
(for items valued at less than \$5,000)

**DONOR INFORMATION**

Name as you would like to be recognized: \_\_\_\_\_

Contact (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**GIFT INFORMATION**

Description of donated item or service (features, size, color, model number, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restrictions or conditions that may apply to donated item: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructions re: Delivery / Pickup of Donation (indicate location/date/time/responsible party): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED INFORMATION**

Donor's estimate of value: \$ \_\_\_\_\_ (if over \$5,000, please contact University Development & Alumni Engagement)

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required)

***Thank you for your gift!***

Gifts are acknowledged through University Development and may be tax deductible as allowable by law. However, please note that guidelines established by the IRS do not permit us to provide you with an estimated value of your contribution.

PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.