

## NON CASH GIFT REPORT

### DONOR SECTION

Must be completed by Donor for receipt and IRS purposes.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Company Name (if corporate gift)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

The undersigned, on behalf of the Donor, does hereby assign, transfer, and set over unto the CPTC Foundation, all of the Donor's rights, title and interest in and to the following property:

**Property Description (Must be specific, number, brand, model—this description will appear on the receipt. Attach additional sheet if necessary, or include information on back of this page.)**

Quantity	Item/Description (include year for vehicles)	Brand/Make	Model	Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Value \$ \_\_\_\_\_ \* determined by:  Donor estimate,  3<sup>rd</sup> party appraisal, or  Fair market value

\*Gifts valued at or over \$5,000 may need a certified third-party appraisal for donor's tax purposes.

Purpose (choose one):

Unrestricted  General Use by Specific Program/Class/Office \_\_\_\_\_

Certification: By my signature below, I certify that the property transferred is free from any liens, encumbrances and/or defects in title.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your gift! Please give this form to the college representative accepting your gift at the time it is donated. We truly appreciate your support. You will receive a receipt from the CPTC Foundation in the mail. **If you have questions, please contact the Foundation at 253-589-6082 or [foundation@cptc.edu](mailto:foundation@cptc.edu)**

### COLLEGE SECTION

I (college representative) have seen the item(s) donated or can otherwise verify the accuracy of the donor description; certify the applicability of this donation for the purpose for which it is being given to the Foundation/College, and that it will not burden either with unacceptable liabilities.

\_\_\_\_\_  
Signature of college representative

\_\_\_\_\_  
Program/Class/Office

\_\_\_\_\_  
Date signed

*For Computer/computer related gifts only:*

\_\_\_\_\_  
Signature of Computer Services Coordinator

\_\_\_\_\_  
Date signed

*For Automobiles not going to Automotive Programs:*

\_\_\_\_\_  
Signature of Plant Services & Security Director

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Division Dean or Supervisor (if not in instruction)

\_\_\_\_\_  
Division/Office

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date signed

Foundation Use Only	<input type="checkbox"/> Transfer to College	<input type="checkbox"/> Keep in Foundation Inventory	<input type="checkbox"/> Expendable
_____ Signature of Foundation Representative		_____ Date signed	