CLOVER PARK TECHNICAL COLLEGE
FOUNDATION

NON CASH GIFT REPORT

DONOR SECTION

Must be completed by Donor for receipt and IRS purposes, please note the college cannot accept the donation without this form.

Last Name _____ First Name _____ Company Name (if corporate gift) _____

Mailing Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

Property Description ***(Must be specific, number, brand, model—this description will appear on the receipt. Attach additional sheet if necessary. Please use the form on the back side for vehicle donations. A qualified appraisal must be attached for gifts valued at over $5,000 per the IRS as indicated in the Foundation Non Cash Gift Policy and Procedures in order for the gift to be considered tax deductible).***

Quantity	Item/Description	Brand/Make	Model	Value

Total Value of All Items Donated $_____* determined by: ☐ Donor estimate, ☐ 3rd party appraisal, or ☐ Fair market value

Gifts valued at or over $5,000 require a certified third-party appraisal for donor's tax purposes by the IRS.

Purpose (choose one): ☐ Unrestricted ☐ General Use by/for Specific Program/Class/Office/Event _____

Certification: 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 property indicated. 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***

COLLEGE SECTION

College representatives, please follow the instructions for filing and gift acceptance as indicated in the Foundation's Non Cash Gift Procedures.

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 Director of Information Technologies* _____ *Date signed*

Signature of Division Dean or Supervisor (if not in instruction) _____ Department/Office _____ Date signed _____

Signature of Vice President _____ Division _____ Date signed _____

Foundation Use Only ☐ Transfer to College ☐ Keep in Foundation Inventory ☐ Expendable

Signature of Foundation Representative _____ Date signed _____

CPTC Foundation is a non-profit 501(c)3 organization under section 170 of the IRS code. No goods or services have been provided as a condition of this gift. Federal Tax ID: 91-1565219 *8/30/19*

CLOVER PARK TECHNICAL COLLEGE
FOUNDATION

VEHICLE DONATION FORM

DONOR SECTION

Must be completed by Donor for receipt and IRS purposes, please note the college cannot accept the donation without this form.

Last Name _____ First Name _____ Company Name (if corporate gift) _____

Mailing Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

Vehicle Description ***(Must be specific, number, make, model—this description will appear on the receipt. Attach additional sheet if necessary. Please use the form on the back side for non-vehicle item donations. A qualified appraisal must be attached for vehicles valued at over $500 per the IRS as indicated in the Foundation Non Cash Gift Policy and Procedures in order for the gift to be considered tax deductible).***

Quantity	Vehicle Description (include year for vehicles)	Make	Model	Value

Total Value of All Items Donated $_____* determined by: ☐ Donor estimate, ☐ 3rd party appraisal, or ☐ Fair market value

Vehicle gifts valued at or over $500 require a certified third-party appraisal for donor's tax purposes by the IRS.

Purpose (choose one): ☐ Unrestricted ☐ General Use by/for Specific Program/Class/Office/Event _____

Certification: 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 property indicated. 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. 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***

COLLEGE SECTION

College representatives, please follow the instructions for filing and gift acceptance as indicated in the Foundation's Non Cash Gift Procedures.

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 Automobiles not going to Automotive Programs: _____ *Signature of Director of Facilities Services* _____ *Date signed*

Signature of Division Dean or Supervisor (if not in instruction) _____ Department/Office _____ Date signed _____

Signature of Vice President _____ Division _____ Date signed _____

Foundation Use Only ☐ Transfer to College ☐ Keep in Foundation Inventory ☐ Expendable

Signature of Foundation Representative _____ Date signed _____

CPTC Foundation is a non-profit 501(c)3 organization under section 170 of the IRS code. No goods or services have been provided as a condition of this gift. Federal Tax ID: 91-1565219 *8/30/19*