**Northern Michigan University**

**Donor Receipt**

**Donor Portion:**

Thank you for your generous donation.

|  |  |
| --- | --- |
| Description of Item(s) Donated: | \*Value Estimated by Donor |
|  |  |
|  |  |
|  |  |

**\* Estimation and the Use of a Qualified Appraiser**According to IRS publication 8283, household goods or a single item of clothing valued over $500 must be supported by a qualified appraisal for the donor to receive tax credit. This form may be used as evidence of a donation, but not as evidence of value. The donor understands that NMU cannot act as a qualified appraiser and after the gift is received by NMU the donor may not be able to remove the property to obtain an appraisal.

Also, complete of the following attestation:

 No goods or services were provided by NMU in return for the donation. –OR-

 Goods and/or services were provided in return for the donation. Description and good-faith estimated of item/service received in return for the donation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Address City, State, Zip Code

**NMU Portion:**

|  |  |
| --- | --- |
| Department acceptance:Main NMU Contact Name/Phone # | Department /Department Head Signature |
| Program and use intended: |  |
| Property to be located at: |  |
| Condition or repairs needed: |  |
| Known restrictions for use: |  |
| Public Safety and Police Services must evaluate any item with either suspected hazardous/ biologic materials or use and safety concerns.  | If applicable, obtain PSPS review and signature:Director Public Safety and Police Services |
| Resale intended? Yes or No | (Indicate yes if intend to resell within three years)  |

Receipt Acknowledgment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NMU Purchasing Representative Date

**Functional Steps:  Noncash gifts under $5000 are processed on this donation form following these steps.  Gifts over $5000 are processed through the NMU Foundation. Titled vehicles have their own form and procedure.**

1. Donor and university agree on a gift.  Print out the NMU donation form. If the gift is valued by the donor at over $500, print a blank IRS form 8283.
2. Go over the donation forms with the potential donor, describing how the form has to be reviewed by the department head and possibly other university representatives before the gift is accepted; if it is a simple gift (non-vehicle with no possible hazard identified, such as a costume or quilt), a department head can fill out the forms when the donor brings the gift in to the department.
3. Explain how we are not allowed to set a value for the gift.  If applicable, explain how once the gift is turned over, the donor loses access to it for valuation, so any appraisal should be done before the gift is turned over to the university.  If the donor wants tax deductibility information, point them toward IRS publication "Instructions for Form 8283 Noncash charitable contributions."
4. Fill out the top portion of the donation form with the donor (info. can be collected over the phone).
5. If the donor is a company or has a form that they want NMU to sign, contact Risk Management and Purchasing. These two departments have signing authority for the external form and can review it to ensure that it meets all NMU criteria. Also, Purchasing or Risk Management may contract the controller if it appears that the donation is from company inventory; inventory donations are valued differently than other donations.
6. Route the NMU donation form to the department head (who will attest by their signature that the gift will be used in the department and retained for at least three years).
7. Public safety must either review the donation and sign the form –or- provide an e-mail stating that there is no anticipated hazard based on a description of the item. If an email is provided, attach a copy of the email to the form when you send it to Purchasing.
8. Once department head and public safety signatures are collected, make arrangements to collect the donation.
9. If the donation may be valued over $500, but less than $5000, we can provide the donor with a blank IRS form 8283. NMU does not participate in filling out this form if the donation is less than $5000. Note that non-vehicle donations over $5000 MUST be accepted by the NMU Foundation.
10. Give copies of the forms to the donor. Keep originals for NMU.
11. Route the original forms to purchasing for final review. Purchasing will review to ensure the forms are complete and provide the final signature on the donation form if not already complete and send a copy to the donor.
12. If the department disposes of the property in less than three year notify the controller’s department; IRS form 8282 may have to be filed within 125 days of the disposal.

|  |
| --- |
| **Form checklist** |
| **Type of Donation** |  | **Form** | **Requirement** |
| **All donations:** |  | **NMU donation form** | **All signatures, except the signature from purchasing, are collected before NMU takes possession of the donation.**  |
| **Non vehicle over $500 value** |  | **IRS 8283 – section A** | **Optional – Donors attach IRS 8283 to their tax returns for non-cash donations. NMU does not have to provide this for donations less than $5000, but donors appreciate receiving the blank form. NMU cannot be the source of the valuation/appraisal.**  |
| **All Vehicles:** |  | **Transfer title** | **Donor completes title assignment section. NMU keeps for action with the Secretary of State.**  |
|  |  | **IRS 1098C - Copy C**  | **Copy C is for the owner’s records.**  |
| **Vehicle valued $500 or more:** |  | **IRS 1098C - Copy B & C**  | **Copy B and C are both for the donor. NMU must have a copy to complete the final 1098C copy A for the IRS when the value is $500 or more.**  |
|  |  | **IRS W9** | **Donor signs. NMU keeps original. The controller’s office submits the information electronically to the IRS** |
|  |  | **IRS 8283 – section A**  | **Optional for vehicles under $5000 value. Donors attach IRS 8283 to their tax returns for non-cash donations. NMU does not have to provide this for donations less than $5000, but donors appreciate receiving the blank form. NMU cannot be the source of the valuation/appraisal.**  |
| **Vehicle valued $5000 or more:** |  | **IRS 8283 – section A & B** | **Donors need a copy signed by NMU for their taxes. By IRS rules, the donor must provide a copy of section B complete to NMU. NMU cannot be the source of the valuation /appraisal. Then NMU reviews the information and completes Part IV (signature) and sends a copy to the donor (no timing stated in the rules, but it is assumed within a reasonable time period). Only the persons who sign NMU tax forms may sign this form. If Part IV is not signed when we take possession, NMU will send a copy to the donor after the signature is affixed. Never give a signed copy before we take possession of the donation.**  |