



How To: Submit Gifts-in-Kind

- Step 1:** Fully complete a Notice of Receipt of Gift-in-Kind (NRGIK) form [<http://www.alumni.wayne.edu/is/NRGIK.html>].
- Step 2:** Attach the following:
- NRGIK form
 - A copy of the school or college's acknowledgement letter to the donor
 - Any other supporting documentation
- Step 3:** Send the completed NRGIK form, acknowledgement letter, and any supporting documentation to the Fund Office located in Beecher House at 5475 Woodward.
- The Fund Office processes and records the gifts monthly.
 - The Fund Office sends a GIK tax receipt to the donor, which includes the fair market value as stated on the NRGIK, but any special acknowledgments are sent directly from the school or college receiving the gift.

Special Instructions & Guidelines

- ❑ Gifts-in-Kind are non-cash donations of materials or long-lived assets. They might include such items as equipment, software, artwork, printed materials, food or other items for hosting dinners, etc.
- ❑ Gifts of \$5,000 or less may be reported at the value declared by the donor, or determined by a qualified expert on the faculty or staff of the university.
- ❑ Gifts with fair market value of more than \$5,000 should be counted at the values placed on them by qualified independent appraisers, as required by the IRS, for valuing non-cash charitable contributions.
- ❑ Gifts with no declared value will be processed with a value of \$1.00.