

Donor Guidelines for In-Kind (Non-Cash) Donations

We are deeply grateful for your consideration of an in-kind gift. Your generosity strengthens our colleges and helps ensure that every student, regardless of background, has the tools and experiences they need to succeed.

The colleges of the Los Rios Community College District may accept non-cash or “in-kind” donations of equipment or materials if they can be used to benefit college programs and services. All non-cash donations must be processed through the appropriate Foundation office. To expedite non-cash donations, please follow these guidelines:

1. Contact Foundation

Begin by contacting the appropriate Foundation office to verify that the donated equipment or materials can and will be used in support of educational programs or services:

- *American River College – 4700 College Oak Drive, Sacramento, CA 95841 | (916) 484-8174*
- *Cosumnes River College – 8401 Center Parkway, Sacramento, CA 95823 | (916) 691-7491*
- *Folsom Lake College – 10 College Parkway, Folsom, CA 95630 | (916) 608-6705*
- *Sacramento City College – 3835 Freeport Boulevard, Sacramento, CA 95822 | (916) 558-2198*
- *Los Rios Colleges Foundation – 1919 Spanos Court, Sacramento, CA 95825 | (916) 568-3075*

2. Donation Form and Valuation

Please complete the donor portion of the Non-Cash Donation Form provided by the office listed above. The Internal Revenue Service (IRS) requires donors to establish a reasonable fair market value for any in-kind donation. This may be documented by a receipt of purchase, appraisal, or comparable value estimate. The Los Rios Community College District and its Foundation offices cannot establish fair market value on behalf of the donor.

3. Donations Over \$500

A gift (or a group of similar items) of non-cash charitable contributions with an estimated value greater than \$500, but less than \$5,000, require a Form 8283 to be completed by the donor in order to take a tax deduction.

4. Donations Over \$5,000

A gift (or a group of similar items) of non-cash charitable contributions with an estimated value greater than \$5,000 require the donor to provide a written appraisal by a qualified appraiser in addition to completing Form 8283 in order to take a tax deduction. Both the written appraisal and signed Form 8283 must be submitted to the Foundation and included with the donor's tax return. The cost of the appraisal is the donor's responsibility.

In-Kind (Non-Cash) Donation Form

Thank you for your gift to the college! The Internal Revenue Service requires that the District/College list the value of non-cash donations in their financial records at a reasonable market value. A receipt describing the items donated will be mailed to you, but the Foundation is unable to include the estimated value on your receipt. It is the donor's responsibility to substantiate the fair market value for his/her own tax purposes, and this form does not serve as a receipt. In order to provide you with the appropriate documentation, please complete the following:

Item is gifted to: ARC CRC FLC SCC LRCF/All Colleges

Name of Donor: _____

Address: _____

Telephone: _____ **Email:** _____

Description of donation: (Include quantity, manufacturer, serial number, etc.)

Gift intended for which college department: _____

Fair market value*: (unit value) _____ **Total value:** _____

*Value must be provided by the donor. Establishing the fair market value of non-cash donations, according to the IRS in order to take a tax deduction:

- *Estimated value is less than \$500:* The donor will be asked to supply reasonable documentation of the fair market value of the donation.
- *Estimated value greater than \$500, but less than \$5,000:* The donor will be asked to supply documentation as to the fair market value of a donation. In addition, the donor must complete IRS Form 8283 (supplied by the Foundation office), which is to be filed with the donor's tax return.
- *Estimated value greater than \$5,000:* IRS regulations require the donor to provide a written appraisal by a qualified appraiser, and to complete IRS Form 8283 (supplied by the Foundation office). Both the written appraisal and Form 8283 must be filed with the donor's tax return. The written appraisal must be obtained by the donor before making a non-cash donation.

TO BE COMPLETED BY COLLEGE/FOUNDATION:

Area receiving donation: _____

Foundation director: _____ **Date donation received:** _____
(Signature)

Area dean or supervisor: _____ **Date donation received:** _____
(Signature)