



GIFT-IN-KIND

- INSTRUCTIONS:
1. Complete this form and send to the College Heights Foundation within 24 hours of receipt of gift.
 2. Include copies of any correspondence relating to the gift.
 3. Services which are not considered Gift-In-Kind per IRS will be given recognition credit.

DONOR INFORMATION		
Donor's Name:	Company Contact Name:	
Donor's Address: (Street)	Donor's (City, State, Zip):	
Donor's Email:	Date of Gift Received:	Amount:
Account Name:	Account Number:	
Name of Individual Who Received Gift: (WKU Employee)	Gift May Publicized Yes No	
Prepared By:	Extension:	Date:
Signature:	Title:	
ALLOCATION OF GIFT		
Any Gift-In-Kind valued at \$5,000 or more MUST be accompanied by an Independent Appraisal. Without this documentation, these Gifts-In-Kind will not be Accepted.		
Donor's Valuation:	Department Chairman's Estimated Valuation:	Appraised Valuation:
Description of Gift:		

<i>College Heights Foundation Use Only:</i>	
Approval:	
Date:	
Entity #:	<input type="checkbox"/> Soft Credit \$ _____ <input type="checkbox"/> Hard Credit \$ _____

KEEP COPY FOR DEPARTMENTAL RECORDS