 **Non-Cash Gift Acceptance Form**

**This Section should be completed by the SPC Employee recommending acceptance of the non-cash gift.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Donor: | | Organization or Company: | |
| Address: | | | |
| Phone: | | Email: | |
| Date Received: | | SPC Contact: | |
| Description of Gift: | | | |
| Serial # | Year | | Model # |
| Fair Market Value *(estimated by donor)* | | | Life Expectancy: yrs. |
| Restrictions *(Gift must be used to support the educational mission of SPC)*: | | | |
| *South Plains College gratefully acknowledges receipt of your gift with the condition that it may be used or disposed of in accordance with the needs of South Plains College and at the discretion of the instructional department receiving the gift. The College does not endorse any value assigned by the donor for this gift.* | | | |
| I accept this condition *(Signature of Donor)* | | | |

**Important Information about Your Donation**

* If the total of your tax-deductible non-cash gifts to all charitable organizations will exceed $500 this year, you must complete IRS Form 8283 and include the form when filing your taxes.
* If the value of any single non-cash gift is over $5,000, you must also obtain a “qualified appraisal” in order to complete Form 8283 and the College must acknowledge receipt on Form 8283.
* If South Plains College disposes of your non-cash gift over $5,000 within three years of receipt, the College must complete IRS Form 8282 and send a copy to the IRS and to you.

**For SPC Use Only**

|  |  |  |
| --- | --- | --- |
| Cost/Terms of Acceptance: | | |
| Physical Location of Gift: | How Gift will be Used: | |
| Department Chairperson/Administrative Director Approval of Acceptance:  Print Name: Signature: | | |
| Instructional/Administrative Dean Approval of Acceptance:  Print Name: Signature: | | |
| Vice President Approval of Acceptance:  Print Name: Signature: | | |
| Disposal Authorization: | | Date of Disposal: |
| Type of Disposal: (Sold, exchanged, consumed, granted, salvaged): | | |

**South Plains College qualifies under Internal Revenue Code Section 170(c)(1) as a political subdivision of the State of Texas.** **The College’s mission is to provide high quality, accessible educational programs, instructional excellence and responsive community service. Non-cash gifts are accepted only if they contribute to the educational mission of the College. For information, contact: South Plains College, Office of Institutional Advancement, 1401 S. College Ave., Levelland, Texas 79336. Telephone: 806-716-2218. Fax: 806-894-6880. TIN: 75-6004667**