

## Reporting Gifts-In-Kind

Gifts-in-kind are non-cash donations of materials or long-lived assets directly related to the mission of the university or readily convertible to cash to support the university's mission. Examples include tangible property such as equipment, fertilizer, livestock, hardware, product inventory, vehicles, boats or airplanes with title, auction items, catering and real estate.

Please note that the value of a person's or organization's time or service, livestock on loan, land use, meeting space/lodging, appraisal fees, or partial interest in property is not allowable as a donation under the IRS guidelines. However, UF/IFAS can provide recognition for a person's time or service.

1. Complete the UF/IFAS **Charitable Gift Form Transmittal** Foundation form with the following:

<https://give.ifas.ufl.edu/charitable-gift-form/>

- a. **TO SUPPORT** enter the name **IFAS Extension** [County Name] **County Fund**.
- b. **Fund Number** should match the 7-digit number that start with an F0XXXXX.
- c. Enter the **Gift Purpose**.
- d. Check the box for **Gift-in-Kind** and enter the **Value**.
  - i. Please remember the donor is responsible for valuing the gift if no third-party appraisal is received.
- e. Fill the **Name of Donor**, **Address information**, and **Contact information**.
- f. Complete the **RECEIVED BY** section
- g. Make sure to keep a copy of the check and completed Charitable Gift Form for your records.
- h. Send the completed form with back-up documents to UF/IFAS Advancement at [advancement@ifas.ufl.edu](mailto:advancement@ifas.ufl.edu)

Additional Information on UFF Revenue and Collections:

<https://www.uff.ufl.edu/Documents/Document.asp?DocID=2550128>

<https://give.ifas.ufl.edu/gift-in-kind/>