

# The Arts Area Donation Form

Please provide information for our permanent records and submit to The Arts Area Board of Directors. In-kind gifts require approval prior to acceptance. For further information, please refer to The Arts Area Gift Acceptance Policy.

Date: \_\_\_\_\_

Donor to be acknowledged: Name \_\_\_\_\_  
Individual Donor or Contact at Organization (required)

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Donor's Stated Value of Item(s): \_\_\_\_\_

*The donor must obtain a qualified appraisal if the value of the in-kind donation exceeds \$5,000 per Internal Revenue Service regulations. The appraisal must accompany this form.*

Description of Item(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Requirements: \_\_\_\_\_

\_\_\_\_\_

Space Needs: \_\_\_\_\_

\_\_\_\_\_

- Attachments:  Appraisal  Registration (e.g., vehicle)  
 Bill of Sale  Other \_\_\_\_\_  
 Maintenance Agreement

*A letter of acceptance will be sent to the donor acknowledging the receipt of their donation.*

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*For Office Use*

If the above goods are later sold, for example in a fundraiser auction, complete the following:

Date of Sale: \_\_\_\_\_ Amount of Sale: \$ \_\_\_\_\_