

Name of Event:

Date of Event:

I donate the following (please describe items):

Donated as:

a            an  
Raffle      Auction  
Item        Item

Value of  
Item(s):

Date of Donation

Total value of this gift: \$

Donor(s) Name (Corporate  
name if corporate gift)

Contact Name:

Address:

Telephone:

Form prepared by:    -   Donor    -   Other:

Print Name

Signature

Email

All gifts must have documentation supporting the value indicated on this form. This documentation includes appraisals, receipt from retail vendor, current price list(s) from manufacturer (including organization's discounts), letters from professionals knowledgeable about the item, etc. The IRS requires donors to have an appraisal on gifts of property or similar items with a value more than \$5,000 in the same calendar year. Donors should seek professional tax advice for the deductibility of their contributions.

Account Name

Account Number

Received by: \_\_\_\_\_

SIU Employee Name & Signature

Date

Phone

Department