



Gift-in-Kind Acceptance

Thank you for your support

Donor Information:

Name: _____ (as you wish it to appear on the charitable receipt)

Name: _____ (as you wish it to appear in printed materials)

Address: _____ Prov: _____ Postal Code: _____

Telephone: Day () _____ Evening () _____

Preferred Email: _____

1. Is a charitable receipt required? Yes No
2. Terms of Acceptance of Gift:
 - i) Okanagan College may sell or dispose of the gift(s), or use the gift(s) in any way and at any location which they deem useful and appropriate:
 - ii) No money or consideration was exchanged in the transfer of the gifts.
3. Do you agree that the gift(s) may be sold or disposed of at the discretion of Okanagan College:
 Yes No
Restrictions (if any): _____

For Completion by Okanagan College:

1. **Description** (please include, year, make, model, registration, serial number and all other pertinent information). **Back-up documentation must be attached.**

2. **Department** who will receive gift: _____
3. **Purpose** of the gift: (i.e. events, instructional purposes) _____
4. **Fair Market Value** _____ (Federal & Provincial taxes are not receiptable)
Third Party Appraisal required if value is \$1000 or more, and donor requires a taxable receipt.
Appraisal must be done by an independent, knowledgeable and prudent appraiser.
5. **Estimate** of expenses for moving, installation, or repairs to the donated item(s), and indicate who will be responsible.

I agree that the donated item(s) and conditions described above are acceptable:

Okanagan College: _____ Date: _____
(i.e. Department Chair) *Signature* *Please Print Name*

Donor: _____ Date: _____
Signature *Please Print Name*

Dean/Director: _____ Date: _____
Signature *Please Print Name*

The gift-in-kind is not formally accepted until processed by the Advancement & Alumni Office.

Please return your completed donation form to the Advancement & Alumni Office • 1000 KLO Road • Kelowna, BC • V1Y 4X8
Phone: 250-862-5630 • Toll Free: 1-888-650-6968 • Facsimile: 250-862-5627
www.okanagancollegefoundation.ca