



LAKE SUPERIOR  
STATE UNIVERSITY

## Lake Superior State University Foundation

650 W. Easterday Ave., Sault Ste. Marie, MI 49780  
906.635.2665 foundation@lssu.edu www.lssu.edu/foundation

**To:** LSSU Faculty and Staff

**From:** LSSU Foundation

**Date:** July 8, 2009

### **Reminder on Receiving Donated Items – Noncash Charitable Contributions**

From time to time you will have the good fortune of finding an alum or business owner that would like to donate equipment, materials, furniture, vehicles, etc. Gifts received by the Foundation for the University must be able to be used to further the mission of LSSU.

Your **first step** is to contact Michelle Thalacker, the director of Purchasing and Risk Management, to evaluate if LSSU can accept the gift for educational purposes.

**Secondly**, if your donor wants to take a **Charitable Contribution** for this gift, you must contact the LSSU Foundation to insure that your donor receives the proper documentation to take the tax deduction.

The Foundation has created a LSSU Gift-in-Kind Form that needs to be completed. This form is available on the shared drive at: O:\Alumni & Foundation\Foundation\Gift-in-Kind Form.doc In order for the Foundation to process the gift, you must sign the paperwork. In-kind gifts forms not signed by an LSSU faculty or staff person will not be accepted.

LSSU Faculty are asked to review and comply with the Gift-in-Kind procedure.

The LSSU Foundation obtains the following information on all gifts in-kind:

- Donor correspondence, description of gift in-kind, appraisal required for gifts valued at \$5000 or more, IRS Form 8283 upon completion by donor. Form available at [www.irs.gov](http://www.irs.gov).

- Completion of the LSSU Foundation Gift-in-Kind Report Information Form. This form includes:  
Donor Name, Address, Phone, Description & Value of Gift, Donor signature and release, and Faculty or Program Manager signature
- Documentation:  
Signed letter or statement from the donor, describing item and fair market value of item.

Gifts of \$1 to \$499: The Foundation confirms the estimate of the fair market value of the gift provided by the donor.

Gifts of \$500 to \$4999: the donor makes an estimate of the fair market value and provides the Foundation, in writing, a description of the gift and its value. The Foundation notes the gift as having an estimated value until further documentation is received to verify gift value.

Gifts of more than \$5000: the donor must provide the LSSU Foundation with an appraisal from an independent and qualified source.

NOTE: If the University decides to sell the gift within 3 years of receipt, the Foundation will file an IRS Form 8282 form to the IRS and the donor may have to refile their taxes if the gift was claimed as a donation.

For any donation that has a fair market value of \$5,000 and over, it is the donor's responsibility to complete required forms and any related appraisals or costs in order to receive the proper deduction. The Foundation can help your donor in this process.

Your donor has to have the paperwork completed within 125 days of the receipt of the gift in order to receive proper credit regardless when they file their taxes.

**Please encourage the donor to contact the LSSU Foundation and their tax professional when deliberating in making this kind of gift. Laws and regulations change frequently.**

To answer your questions or concerns, please contact:

Michelle Thalacker, director of risk management, 906.635.2626,  
[mthalacker@lssu.edu](mailto:mthalacker@lssu.edu)

Sharon Dorrity, director of constituent relations – LSSU Foundation,  
906.635.2665, [sdorrity@lssu.edu](mailto:sdorrity@lssu.edu)