



CAREER CLOSET | IN-KIND GIFT FORM (NON-CASH)

The Internal Revenue Service (IRS) requires that the college list the value of non-cash donations on our books at a reasonable market value. The "fair market value" of the non-cash donation established on this form is to be used for internal purposes only, and may not meet the IRS requirements for income tax deduction purposes.

Establishing the fair market value of non-cash donations:

- Estimated value is less than \$500: The donor will be asked to supply reasonable documentation as to the fair market value of the donation.
- Estimated value greater than \$500, but less than \$5,000: The donor will be asked to supply documentation as to the fair market value of a donation. In addition, the donor must complete IRS Form 8283 (www.irs.gov/form8283) which is to be filed with the donor's tax return.
- Estimated value greater than \$5,000: IRS regulations require the donor to provide a written appraisal by a qualified appraiser, and to complete IRS Form 8283. Both the written appraisal and Form 8283 must be filed with the donor's tax return. The donor will be sent an acknowledgement letter from the AAMU Foundation.

STEP 1: DONOR INFORMATION

Name: _____ AAMU Staff: Y N Attended AAMU: Y N Years: _____
Company: _____
Address: _____ City: _____ State: _____ ZIP: _____
E-mail: _____ Day Phone: _____ Evening Phone: _____

STEP 2: DESCRIPTION OF DONATION

(Include quantity, label, brand name, etc.)

Estimated fair market value: _____ Total value: _____
Method used in determining value: _____
(Attach copy of appraisal if necessary)

STEP 3: CONFIRMATION OF DONATION

AAMU personnel initially contacted: _____ Ext.: _____ Date donation received: _____

*** ALL clothing donations for AAMU Career Closet will be received by AAMU Career Development Services.**

STEP 4: AUTHORIZATION TO ACCEPT DONATION

AAMU CDS Representative (print name) Signature Date

STEP 5: FORWARD THIS FORM TO AAMU MARKETING, COMMUNICATION & ADVANCEMENT OFFICE

Approval by _____ Date: _____
AAMU Director of Development:

DONATION VALUE GUIDE

The Donation Value Guide below helps you determine the approximate tax-deductible value of some of the more commonly donated items. It includes low and high estimates. Please choose a value within this range that reflects your item's relative age and quality.

Alabama A&M University does not set a valuation on your donation. It's up to you to assign a value to your item. For professional advice, please consult your tax advisor.

MEN'S CLOTHING

Item	Low	High
Jacket	\$7.50	\$25.00
Overcoat	\$15.00	\$60.00
Pajamas	\$2.00	\$8.00
Raincoat	\$5.00	\$20.00
Shirt	\$2.50	\$12.00
Shoes	\$3.50	\$25.00
Shorts	\$3.50	\$10.00
Slacks	\$5.00	\$12.00
Suit	\$15.00	\$60.00
Sweater	\$2.50	\$12.00
Swim Trunks	\$2.50	\$8.00
Tuxedo	\$10.00	\$60.00
Undershirt	\$1.00	\$3.00
Undershirt	\$1.00	\$3.00

WOMEN'S CLOTHING

Item	Low	High
Bathing Suit	\$4.00	\$12.00
Bathrobe	\$2.50	\$12.00
Blouse	\$2.50	\$12.00
Boots	\$2.00	\$5.00
Bra	\$1.00	\$3.00
Coat	\$10.00	\$40.00
Dress	\$4.00	\$20.00
Evening Dress	\$10.00	\$60.00
Fur Coat	\$25.00	\$400.00
Fur Hat	\$7.00	\$15.00
Handbag	\$2.00	\$20.00
Hat	\$1.00	\$8.00
Jacket	\$4.00	\$12.00
Nightgown	\$4.00	\$12.00
Pants Suit	\$6.50	\$25.00
Shoes	\$2.00	\$25.00
Skirt	\$3.00	\$8.00
Slacks	\$3.50	\$12.00
Slip	\$1.00	\$6.00
Socks	\$0.50	\$1.25
Suit	\$6.00	\$25.00
Sweater	\$3.75	\$15.00