MICHIGAN ENGINEERING
UNIVERSITY OF MICHIGAN

Gift-In-Kind Procedures

Please carefully read the below instructions regarding how to process a donation of an in-kind gift (equipment, computers, art, etc.).

An equipment donation cannot be processed until the University has possession of the equipment.

After our team receives all the necessary information and documentation (detailed below), we will submit the required documentation to Gifts & Records Administration. The donor will receive an official U-M in-kind gift receipt from the University for $0.00. (The donation value that the donor provides to the IRS is between the donor and the IRS, but the donor will need this gift receipt to provide to the IRS.) .

Required Information and Documentation:

1. Donor name (or company name) and street address. Include email if available.
2. Value of equipment from the donor (**the donor** must determine value of the equipment) is required in writing, email is sufficient.
3. If the value is **over $5,000**:
   > Advise if the donor plans to send an **IRS Form 8283** "Noncash Charitable Contributions" to us for a U-M signature. This is not required by U-M unless we have plans to sell the equipment within 2 years of receiving it. However, the donor may or may not need it for tax purposes.
   > If the donor does send an IRS Form 8283 for a U-M signature, send it to the ENG Gift Processing Team at enggiftcontacts@umich.edu or via messenger to LEC G264.
   > The Gift Processing Team will help determine if a qualified independent appraisal is required for valuing non-cash charitable contributions. If so, the donor is responsible for providing (and paying for) the appraisal. The appraisal will be included with the IRS Form 8283 when we submit it for U-M signature.
4. Documentation/receipt of delivery
   a. UPS, FedEx, etc.
   b. or if dropped off or picked up: an email indicating the date received and the name of the faculty or staff member (not a student) who took possession of the equipment on behalf of U-M.
5. Location of equipment where it will be used or stored (Include a full street address WITH suite/lab/office number.)
6. Contact person name (Name of a staff or faculty member (not a student) who we can contact in the future regarding this donation.)

Email all documents to the Engineering Gift Team at enggiftcontacts@umich.edu or drop off the documents in person or by messenger to LEC G264.

Questions? Contact Us!



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