



**The Citadel
Procurement Services
Property Management**

**DONATED
PROPERTY
REPORT**

Instructions

This form is used to report gifts to the College regardless of the dollar value. Gifts must be reported to comply with IRS regulations and to properly recognize those individuals making the gift. Documentation of the fair market value of the item must be provided along with this form to comply with IRS guidelines. For a gift with a fair market value of more than \$5000, an independent appraisal must be attached. For gifts of \$5000 and less, written documentation from the donor or a qualified expert on the faculty/staff assessing the fair market value of the item must be provided. The form must be completed by the individual/department receiving the gift.

Departmental Information

| | |
|-------------------------|--|
| Department Name: | |
| Custodian: | |
| Custodian CWID: | |

| Gift Description | | |
|-------------------------|----------------------|--------------------------|
| Description | Serial Number | Fair Market Value |
| | | |
| | | |
| | | |
| | | |

Donor Information

| | |
|-----------------|--|
| Name | |
| Donor ID | |

Coordination

Director of Procurement Services _____

Director of the Office of Communications & Marketing _____

Controller _____