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CSN FOUNDATION
A Foundation for Growth in Nevada

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Gift-in-Kind Form

A representative from the college department receiving this gift must sign and forward this form to the Foundation office (WCE310) to initiate the gift-in-kind process. The gift-in-kind process, which is required for administrative purposes, takes approximately 30 days from the time the CSN Foundation receives this form. As a courtesy, the Foundation will mail an acknowledgement letter to the donor upon receipt of this form. The acknowledgement letter is not for tax purposes and does not signify acceptance of this donation; it simply notifies the donor that the college has started the gift-in-kind process. The donor will receive an official thank you letter for tax purposes once this process is complete. Thank you for supporting the College of Southern Nevada.

Donor Information

Donor or Company _____ Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone () _____ Business Phone () _____

E-mail _____

Description of Donation and Quantity

Fair Market Value \$ _____ Appraised Value _____
(Outside Appraisal Required for Unit Cost \$5,000 or more)

Person Completing Form _____ Contact Number _____

Administrative Use

Signature, Department Chair or Director _____ ****Please Indicate Department's Name and Gift Work Tag**** _____ Date Received _____

Signature, Associate VP, Planning, Operations, Maintenance and Facilities _____ Date _____

Signature, CSN Controller's Office, SAVP/Controller or designee of SAVP/Controller _____ Date _____

Signature, Executive Director of Foundation _____ Date _____