



Gifts of Tangible Personal Property and Gifts-in-Kind Transmittal Form

This form is to be completed by University personnel for gifts of tangible personal property or in-kind goods. Please forward the front and back of the form to Gift & Data Management with University Advancement at Gift.Processing@unh.edu. See opposite page for instructions.

Donor Name/Company Marc Newkirk

Contact Name and Title (if applicable) Mark Newkirk

Address 1108 Canal Road, Wakefield NH 03872

Gift Description (e.g. quantity, size, color, model name, serial number)

Attached

Condition of Gift (check all that apply):

☐ New ☒ Used: ☐ Excellent ☒ Very good ☐ Good ☐ Fair ☐ Poor

Purpose of Gift * (explain how this gift will be used to further your program/UNH's mission):

UNH SEDS Donation. For use by UNH SEDS
for all future engineering projects.

Date Gift Received 10/19/17

Receiving College & Department CEPS - ME Contact Name Charlie Nitschelm

Value of Gift ** (qualified appraisal required for gifts valued at \$5,000 or more) ~~\$12,000~~ \$4,999.00

How was the value of the gift determined?

☒ Qualified appraisal ☒ Donor estimate ☐ Receipt ☐ Other (specify below)

Will the donor receive any goods or services in exchange for this gift? ☐ yes ☒ no

Expense, if any, for moving/delivery, maintenance/repair or other current or future expenditure requirements (describe): —

Comments & Special Instructions:

For UNH SEDS

* Gift Planning in University Advancement (Gift.Planning@unh.edu) must be informed if this gift is sold or otherwise disposed of within 3 years from date of gift.

** Gifts valued at \$100,000 or more require prior approval from the Foundation's Gift Acceptance Committee.

Please attach applicable correspondence and documentation, including deed of gift. The UNH Foundation will provide the donor with an acknowledgment but is not permitted to state a gift value in the letter for tax deduction purposes.

INSTRUCTIONS FOR COMPLETING TRANSMITTAL FORM

Donor: Please provide the name and address of the donor, noting if the donor is an individual or a corporation. An IRS tax receipt and a gift acknowledgment will be sent to the address provided and this record will be entered in the Advancement database.

Description of Gift: Provide sufficient detail about the gift to corroborate the donor's filing for tax purposes. Be specific and note the condition of the gift.

Value of the Gift: The responsibility for substantiating a gift of property rests with the donor. The Foundation cannot assign a value to the donor's gift for tax purposes. All gifts of property valued at \$100,000 or more must be approved by the Foundation's Gift Acceptance Committee prior to acceptance by University departments/units. For gifts valued at less than \$5,000, the donor may provide an estimated fair market value. Gift documentation such as invoices and receipts should be attached, if available. A qualified appraisal is required for all gifts valued in excess of \$5,000.

Purpose of the Gift: State how your unit/department will use the gift to further the mission of UNH. This information will be included in the Foundation's acknowledgment letter to the donor to establish if the gift qualifies for a related or unrelated use. If your department or unit sells or otherwise disposes of the gift of property within three years, the Foundation must be contacted immediately to ensure compliance with IRS rules.

Expenses Associated with the Gift: Please note if this gift will cause your department/unit to be responsible for added expenditures.

Additional Documentation: Attach copies of pertinent correspondence related to this gift, as well as receipts, appraisals and the donor's deed of gift. All donor tax forms, including Form 8283 should also be submitted to the Foundation for handling.

Questions: Please contact [Gift Planning](#) with University Advancement for more information. All forms and documentation related to gifts of property should be sent via email at Gift.Processing@unh.edu or surface mail to Gift & Data Management, Elliott Alumni Center, 9 Edgewood Road, Durham, NH 03824.

FOR INTERNAL USE ONLY:

Gifts of tangible property valued at \$100,000 or more require approval of the UNH Foundation Gift Acceptance Committee. Approval of Gift Acceptance Committee granted on: _____

Banner ID #: _____

GDM: Rec'd: _____ Posted: _____ Fund: _____

GDM: Forward to Planned Giving: _____ Planned Giving: Date rec'd: _____

GDM: Rec'd back from Planned Giving: _____ IRS 8283 Status: _____

GDM: Receipted: _____ Appraisal Status: _____

GDM: Forward to Donor Relations: _____