

GIFT & TAX RECEIPT
Brown Library, Abilene Christian University

Staff member receiving gifts: _____ Date received: _____

Name of Donor: _____

Address: _____

Email: _____ Phone: _____

What are you donating today (please check all that apply)?

- | | | |
|--|--|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> Periodicals/Magazines | <input type="checkbox"/> Personal Papers |
| <input type="checkbox"/> Cassette Tapes | <input type="checkbox"/> Video Tapes | <input type="checkbox"/> CDs/DVDs |
| <input type="checkbox"/> ACU Records/Memorabilia | <input type="checkbox"/> Books purchased for ACU | <input type="checkbox"/> Other |

Were these items purchased for the Brown Library? Yes No Purchase Price _____

Please estimate the number of items donated: _____

IRS regulations do not permit Brown Library to appraise donated materials, only to document the number of items received. If you need an appraisal, you must acquire it prior to donating the materials to Brown Library. Please note below the IRS requirements for deducting this gift on your taxes:

- **If the value of the donation is greater than \$500**, the Internal Revenue Service requires the submission of IRS Form 8283.
- **If the value of the donation is greater than \$5000**, an independent appraisal is required by the Internal Revenue Service and the University is required to sign IRS Form 8283 acknowledging receipt of the gift.

THIS FORM SERVES AS THE OFFICIAL AND ONLY RECEIPT FOR DONATED ITEMS.

I understand that my donated materials may be used in many different ways to benefit Brown Library. Materials may be added, exchanged, sold, or donated to missionaries, churches, or other worthy organizations.

I hereby transfer all rights to the materials I am donating today to the Brown Library at Abilene Christian University to use or dispose of as they see fit.

Donor signature: _____ Date: _____

Brown Library Staff Signature _____

Note to Staff: After this form has been completed, please photocopy it and give a copy to the donor.