

**Inova Health System is a not-for-profit health system that relies on community support to provide world class healthcare—every time, every touch—to each person in every community we have the privilege to serve. Thank you for your interest in supporting our mission with a gift in-kind donation.**

*Gift-In-Kind Guidelines:* In accordance with guidelines for patient confidentiality, infection control and safety the following items can not be accepted. Items that are not new, religious items, toy weapons, video games rated anything, but "E" suitable for all ages, electrical, spark or friction producing toys, toys with parts that can pinch, paint and craft items with toxic ingredients and wrapped gifts.

**INSTRUCTIONS:**

- 1) In order to accept a gift in-kind donation, the following is required:
  - a) Gift must be related to the healthcare mission of Inova Health Foundation.
  - b) This Gift In-Kind Donation form must be completed and emailed to Taylor.Tomczyk@inova.org for acceptance and approval.
  - c) If the item(s) is valued at over \$5,000 and the donor wishes to take a charitable tax deduction:
    - An appraisal performed by an independent, certified appraiser, arranged for and paid for by the donor, of any item or group of similar items valued at over \$5,000.
    - IRS tax form 8283, signed by the President of the Inova Health Foundation if the item is valued at over \$5,000.
  - d) Item delivery or drop offs must be coordinated in advance with a Foundation representative. This delivery is the responsibility of the donor, and the expense of delivery is incurred by the donor.
- 2) Once the item(s) and completed form have been received, the gift will be acknowledged. Inova Health Foundation does not acknowledge the value of the donation; that is solely between the donor and their tax adviser. An acknowledgment letter will state that a gift in-kind donation of [item description] has been received. The date on which it is physically received will be considered to be the date of the charitable contribution.
- 3) Final acceptance and approval of this gift-in-kind donation is the responsibility of the President of the Inova Health Foundation, whose signature is required on this form to finalize the donation.
- 4) If the item requires storage space, the cost of storage space will be incurred by the department receiving the gift.

*Please print or type the following information*

Date: \_\_\_\_\_

Auction item?

Description of gift: \_\_\_\_\_ Quantity: \_\_\_\_\_

Estimated value of gift (by donor): \_\_\_\_\_ IRS Form 8283 is attached (if value over \$5000)  Yes  No

Intended purpose of gift (which department/program will receive gift): \_\_\_\_\_

Signature of donor \_\_\_\_\_  
(letter of gift or other documentation may be supplied in lieu of signature)

Donor name \_\_\_\_\_

Donation by a minor(s)? \_\_\_\_\_  
(Name of minor(s), if applicable)

Contact name \_\_\_\_\_

Donor's address \_\_\_\_\_  
(Street) (City, State, Zip)  
 \_\_\_\_\_  
(Telephone) (E-Mail)

<b>To be completed by department receiving donation</b>	
Submitted by:	Title:
Department:	Care Site:
Phone #:	

If you have any questions, please email Taylor.Tomczyk@inova.org.

Foundation Acceptance and Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President Inova Health Foundation/Designee