



**Kansas City
Art Institute**

Gift In-Kind Donation Form

Please list a description of the item(s) donated. Per our auditors, the estimated value amount is to be determined by the donor for their tax purposes. If the estimated value is more than \$5,000, we must have an appraisal form from the donor and a completed Form 8283. If the value is more than \$25,000, we must have an appraisal and a completed Form E for the auditors.

Date: _____

Donor Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Home Mobile Work

Email Address: _____

Contact Name (who received gift on behalf of KCAI): _____

Phone: _____ Email Address: _____

Date gift received: _____

Gift Description _____

Nicolle Ratliff, Senior Vice President for
Advancement and Communications

Date

Once this form is complete, please return to advancement@kcai.edu.
For questions, please call 816-802-3468.

All fields on this form must be completed for the Advancement office to process an in-kind gift and send a tax-acknowledgement letter to the donor. Once received, the Advancement office will process and mail the acknowledgement letter within two business days.