



Equipment and Supply Gift-in-Kind Form

The Madison Area Technical College Foundation, Inc. has been established to accept all gifts to Madison Area Technical College. Thank you for including Madison College in your giving plans.

FOR DONOR:

Contact Name: _____

Organization: _____

Address: _____ Phone: _____

City/State/Zip: _____ Email: _____

I/we donated the following equipment/supplies to Madison Area Technical College Foundation and understand that the Madison Area Technical College and Foundation may publicize information regarding the gift online and in print publications. I/we wish to remain anonymous.

Description of Item(s): _____

Condition (e.g. new, used): _____

Autos, boats, motorcycles VIN #: _____ and Social Security # or EIN #: _____

Estimated gift value: \$_____ provided by the donor. *(Note: Gift values are not determined by Madison College Foundation staff or other Madison College employees. Vehicle donations are subject to the requirements of IRS Publication 4303)*

Signature: _____ Date: _____

Printed Name: _____

FOR COLLEGE STAFF: Initial contacts regarding gifts-in-kind are often made through the college's program units and sometimes through the Foundation office. Prospective donors who contact the Foundation are referred to the appropriate faculty/staff member who discusses the potential gift with the donor. Faculty/staff should distribute this form to the donor and then complete the information below. The Foundation acknowledges all gifts with 48 hours of receipt of this form. Logistics, installation, maintenance, and eventual disposal are the responsibility of the department. Signature of dean indicates agreement about accepting this gift have been shared with facilities, information technology, and other appropriate staff.

Program which will use the gift: _____

Intended use: _____

Date gift received by Madison College: _____

Location of gift at Madison College: _____

Department staff/faculty contact name: _____

Signature of department contact: _____

Signature of Dean (if donation is a fixed asset over \$5,000.00): _____

Return completed form to:
Madison Area Technical College Foundation
1701 Wright St., Madison, WI 53704
Phone: (608) 246-6441 Fax: (608) 246-6318

foundationumni@madisoncollege.org