Deed of Gift
To the University of Virginia
Gift In-Kind Guidelines

Thank you for donating the expenses you incurred during an event on behalf of the University of Virginia.

Please complete the Deed of Gift form with the following information:

1. Name & Address:
   This is the full legal name of the individual or company that incurred the expenses. Please include the current mailing address for person/company named.

2. Event, Date of Event

3. Detail of Expenses:
   Provide a brief description of the expenses you incurred.

4. Name of UVA Club holding the event

5. Date:
   This is the actual “gift date” recorded for the donor receipt.

6. Your estimate of value:
   You as the donor determine the value of your gift based on the expenses. Please provide “proof of purchase” receipts showing the exact amount.

7. Your signature

Include a copy of the original receipts and proof of payment for the expenses incurred.

Once the form is complete, please submit the document and all supporting receipts to Sarah Morgan:
Scan and email: sarahmorgan@virginia.edu
OR
Copy and mail: Sarah Morgan
University of Virginia
University Advancement
PO Box 400807
Charlottesville, VA 22904

Your documentation will be completed and submitted to Gift Processing. You will receive confirmation of your donation.
Deed of Gift
To The University of Virginia

Of

(Name)                      Address

hereby offers to give, transfer, and deliver all of my right, title and interest in and to:
(Expenses incurred: Give detail and attach receipts and payment documentation as to who incurred the expenses)

Event__________________________ Date of event____________________________

Detail of Expenses:

To the Rector and Visitors of the University of Virginia, a body corporate, of Charlottesville, Virginia, for
the use of the UVA Club of: ________________________________

In witness whereof, I have signed this Deed on the __________ day of ______________, __________.

Donor Estimate of Value: $______________

Authorized Donor Signature

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This gift has been received this __________ day of _______________, __________. This gift is
recommended for acceptance and will be used to further the mission of the University.

Authorized University Signature

This gift is accepted on behalf of the Rector and Visitors of the University of Virginia by Gift Processing
Services at the University of Virginia Alumni Association.

Director of Gift Processing Services

Gifts valued >=$1,000,000

Or with special conditions. Assistant Vice President for Finance