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 for Expenses* form with the following information:

*Deed of Gift for Expenses form:*

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. Receipts:
   Please include a copy of the original receipts and proof of payment for the expenses incurred.

3. Description of Expenses.
   Please provide a brief description of the expenses you incurred.

4. Total Out of Pocket Expenses:
   You as the donor determine the value of your gift based on the expenses. Please provide “proof of purchase” receipts showing the exact amount. Cancelled checks or credit card statement showing the donor’s name can be used.

5. Name of Event / UVaClub:
   Please provide the name of the event, activity or UVaClub that the expenses were incurred to support.

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

7. Donor’s Signature:
   If different than listed on line 1, explain. If signing for a company, also print name and title under signature.

Once the form is complete, please submit the document and all supporting receipts for the expenses to the Regional Engagement Officer for your area. The University staff will complete the paperwork and acknowledge your contribution to U.Va.