

**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. Cancelled checks or credit card statement showing the donor's name can be used.
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 for the expenses and send 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.