



The Ankeny Campus Library of Des Moines Area community college appreciates your interest in donating materials to our collection. In order to protect the tax-exempt statuses of the DMACC Foundation, specific guidelines have been established regarding gifts or donations to the college.

Donors are required to complete the attached "Gifts-In-Kind" form. This form must include a detailed inventory list of the materials being donated to the library. ALL donors, whether requesting a tax receipt or not, must assign the total dollar value of the donation. (IRS regulations forbid the College and/or the Ankeny Campus Library from assigning the value.) **GIFTS CANNOT BE ACCEPTED WITHOUT THE ACCOMPANYING INVENTORY LIST.**

Gift receipts will be issued by the Foundation Office once the Library has reviewed the materials being donated and determined which items will be added to the collection. The Library reserves the right to refuse or to dispose of material that is too old, damaged, or otherwise deemed inappropriate.

Thanks again for your consideration.

Foundation Director

Learning Resources Director

FORM LETTER ES4760

# Record of Gifts in Kind To the DMACC Foundation

Date \_\_\_\_\_

DONOR \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

DMACC REPRESENTATIVE/CONTACT \_\_\_\_\_  
(Name, Department)

DONAR RELATIONSHIP TO DMACC \_\_\_\_\_  
(Friend, Alumnus, Parent, Etc.)

DESCRIPTION OF GIFT \_\_\_\_\_  
(Attach List for Details)

LOCATION OF GIFT (Building, Department) \_\_\_\_\_

VALUE OF GIFT \$ \_\_\_\_\_  
(To be completed and set by donor-attach supporting appraisals/  
evaluations if available)

As the donor/representative of this gift, I certify that the above gift was made to the DMACC Foundation and that the value attached has been set by the donor and is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Donor/Representative Signature) (Title) (Date)