Sponsorship Form

This document recognizes the gift/gift intentions of the undersigned individual or company

To Wright State University through the Wright State University Foundation, Inc.

Part 1: For Completion by Donor

Corporate/Individual Donor Name: Contact Person:

Donor Address:

City: State: Zip:

Daytime Phone: E-mail:

Description of Gift:

|  |
| --- |
|  Donation is a tangible item(s) for use by **Value of Gift**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (This line is to be completed by **Donor Only**) The Internal Revenue Service regulations prohibit faculty, staff or any university employee from assisting or otherwise determining the value of gifts-in-kind. If the value of the gift is $500 or more, the donor is required to file IRS form 8283 for gifts claimed as charitable donations.  Enclosed is a check payable to the WSU Foundation  |

**Gift to be used by**:

**Donor Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

Please return this form to: Wright State University

 Attn: Sara Hill

 356 Nutter Center

 3640 Colonel Glenn Hwy.

 Dayton, OH 45435-0001

## Part 2: For completion by University Department

Gift received by: Accepted by:

(signature, Business Manager, Student Affairs)

##### Location of gift: 235 Student Union

#### Expenses incurred in acceptance of this gift: GIK Account: [redcacted – add before submitting]

## Part 3: For completion by University/Foundation only

Approved by WSU Foundation:

(president)

## Part 4: Foundation use only

Donation entered into database:

Acknowledgement sent to donor: