



**TRANSMITTAL FORM  
FOR  
GIFTS OF REAL OR PERSONAL PROPERTY**

The J. Sargeant Reynolds Community College Educational Foundation, Inc. is a non-profit, tax-exempt 501(c)(3) charitable corporation established for the sole purpose of fostering and promoting the growth, progress, and general welfare of J. Sargeant Reynolds Community College. Gifts to the Foundation are deductible for income tax purposes as provided in Section 170 of the Internal Revenue Service Code.

In order to make a gift of real or personal property, please complete this form and return it to:

J. Sargeant Reynolds Community College  
Educational Foundation, Inc.  
P. O. Box 26924  
Richmond, Virginia 23261-6924  
(804) 371-3181

Item to be donated: (Please include a description and, if appropriate, year, model number, condition, etc.)

---

---

Fair Market Value: \$ \_\_\_\_\_

Donor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted:

For the College: \_\_\_\_\_

Signature

Title

Date

For the Foundation: \_\_\_\_\_

Signature

Title

Date

Please note: The fair market value may be set by the donor, or by an independent appraiser at the donor's request. Gifts of \$5,000 and over require an appraisal from an independent appraiser. Gifts of \$5,000 and over must also be reported to the IRS. J. Sargeant Reynolds Community College and the JSRCC Educational Foundation, Inc. are prohibited by IRS regulations from establishing monetary values for gifts of real or personal property.

Copies: Donor

Foundation Office

Division/Department

Campus Directors