



OFFICE OF CAREER PATHWAYS/CAREER SERVICES
CAREER CLOSET
DONATION FORM

DONOR INFORMATION

DONOR (check one): ☐ Individual ☐ Organization/Company

Donor Name (as it should appear on receipt and in print): _____

Name of Contact Person (for Organization/Company): _____

Address: _____

City/State/Zip: _____ Home Phone: _____

Business Phone: _____ E-mail: _____

ITEM INFORMATION

Item Name: _____

Estimated Fair Market Value of Item: \$ _____ (Determined by donor)

Item Description: (Please specify color, size, material) _____

OTHER DONATION

☐ Enclosed is my gift in the amount of \$ _____ made payable to The Office of Career Services

☐ Please charge my gift in the amount of \$ _____ to my card. The number is _____
Exp. Date: _____

(Please check one): ☐ Master Card ☐ Visa ☐ AMEX ☐ Discover

Donor Signature: _____ Date: _____

Items not used will be donated to another nonprofit that accepts clothing. Prior to donating the items, you will be notified and given one week to reclaim (pick up) unused items. _____ (Initial Here).

Per IRS regulations, any item you value over \$500 requires IRS Form 8283; any item you value over \$5,000 also requires Form 8283 and a written appraisal. Submit all forms to the Office of Career Pathways/Career Services (mmccoy@tougaloo.edu) . If you have any questions, contact Dr. Melissa McCoy (601) 977-7783. All donations should be taken to the Career Closet located in Warren Hall.

Thank you for your support!