



Deed of Gift to Verde Valley Archaeology Center A Contractual Agreement

This agreement transfers unrestricted legal title of the gift from the donor to the Verde Valley Archaeology Center, Inc. (hereinafter, "the Center") and its successor organizations.

NAME(s) IN WHICH DONATION SHOULD BE CREDITED: _____

DONOR'S SSN/TAX ID NUMBER (optional): ____ - ____ - ____ **PHONE:** (____) ____ - _____

ADDRESS _____
(Street or P.O. box; city; state; and zip code)

DESCRIPTION OF MATERIALS DONATED:

DESCRIPTION OF SOURCE (LOCATION AND OWNERSHIP) OF THE MATERIALS DONATED:

ASSIGNMENT OF RIGHTS: I hereby irrevocably and unconditionally give, convey and assign to the Verde Valley Archaeology Center by way of gift, all rights, title and interest including all copyright, trade mark and related interest, in, to, and associated with the property described above. I hereby affirm that I own the above mentioned property, acquired it legally and without encumbrance, and that to the best of my knowledge I have good, and complete right, title and interests including all transferred copyright, trademark and related interest to give. I hereby give, convey and assign all copyrights, trademarks, and related interests I possess to the Verde Valley Archaeology Center. I agree that the said property will become part of the exclusive and absolute property of the Verde Valley Archaeology Center and that said property may be used at the Center's sole discretion, with no restrictions on their use or disposition.

VALUE: Please note the estimated value of your donation: \$ _____. If a written financial appraisal is available, please attach a photocopy of it. By Center policy, in accordance with federal IRS guidelines, appraisals are the sole responsibility of the donor. The Center itself cannot provide appraisals for tax purposes. We refer you to your attorney/ financial advisor and IRS Form 8283 instructions and Publication 526 for guidance in this area. (Donors must file Form 8283 to deduct the value of non-cash gifts if the amount is more than \$500.)

FINAL ACCEPTANCE: Gifts that occupy more than three linear shelf feet must be reviewed by the Center's Accessions Committee for acceptance.

DEACCESSIONS: The Center will provide reasonable custody of the materials. Duplicate materials, materials which the Center deems unnecessary to retain in the original after having been reformatted for preservation and/or access, and items that are not germane to the collection policy of the Center shall be handled at the Center's discretion.

Donor's signature _____ **Date** _____

Donor's title (if agent for an organization) _____

Received by _____ **for Verde Valley Archaeology Center** **Date** _____

ACCESSION # (Center use): _____ **ACCESSION Date:** _____