

UNIVERSITY OF FLORIDA FOUNDATION, INC.  
2012 W. UNIVERSITY AVENUE  
POST OFFICE BOX 14425  
GAINESVILLE, FL 32604

ACCOUNTING FOR  
FUND-RAISING EVENT  
AND QUID PRO QUO (UFF-C)  
SUBMIT TO:  
UF FOUNDATION GIFT PROCESSING  
392-9876

Date: \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

Date of Event: \_\_\_\_\_

SOF Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone Number & Extension: \_\_\_\_\_

Development Officer: \_\_\_\_\_  
(if different from contact)

Name of Donor: \_\_\_\_\_

Amount Collected: \_\_\_\_\_

Less Value of *Quid Pro Quo* to Donor\* : - \_\_\_\_\_

Net Gift Portion: = \_\_\_\_\_  
(to be receipted)

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**NOTES: This form must be submitted for all deposits where donors have received any *quid pro quo* associated with their gifts. IRS rules require that the value of the *quid pro quo* be stated on the gift receipt produced by the Foundation.**

A *quid pro quo* contribution is defined as a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. (Ex: a donor pays \$100 to attend a dinner event; the market value of the food and entertainment is \$40; accordingly, \$60 would be a gift.)

\*Please note that the "value" of the *quid pro quo* is not what it costs UF, but the market value of the goods, services, or benefit.

Submit a separate UFF-C for each deposit. This form must be sent with an Asset Transmittal Form (UFF-B).

IRS rules require that donors be informed of the amount of their "contributions" which may be deductible as a charitable gift. Please check with the Foundation's Counsel to ensure statements on promotional literature (invitations, tickets, etc.) for fund-raising events comply with IRS rules.

Please attach a copy of any promotional materials to this form.

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