

Gift-In-Kind Acceptance Form

Date: _____ Prepared by: _____ Phone: _____

U of M College and Department to receive gift: _____ Date received: _____

DONOR INFORMATION

Name of donor (company or individual): _____

If company, contact person and title: _____

Address: _____

Phone: _____ Fax: _____

If value of gift exceeds \$5,000 and will/may be sold-donor's Social Security or Taxpayer Identification #: _____

Does donor wish to remain anonymous? YES ☐ NO ☐

GIFT INFORMATION

Description of gift (include serial #, brand, model #, etc)

Estimated dollar value of gift (attach documentation): \$ _____

Will the donor receive any goods or services as a result of this gift? YES ☐ NO ☐

If so, indicate the value and describe what the donor will receive: _____

If gift will be tangible property or goods, provide the proposed location of property or describe space needed (incl. dept, bldg, and room, if applicable): _____

Cost and description, if any, for moving/delivery, maintenance/repair, other current or future expenditure requirements, etc. _____

Would the University otherwise be required to purchase? YES ☐ NO ☐

RECOMMENDATION OF GIFT ACCEPTANCE:

Dept. Head _____ Date _____ Dean _____ Date _____

APPROVAL OF GIFT ACCEPTANCE:

Assoc. Vice President for Development _____ Date _____ President (if value exceeds \$5,000) _____ Date _____

*It is the responsibility of the department/college receiving the gift to gather the above information and supporting documentation from the donor. This form with all signatures and supporting documentation should then be routed to **102 Alumni Center** for processing and acknowledgement.*

Additional Requirements: As outlined in University Operating Procedure No. 2A:09:03A, the acceptance of real property, testamentary gifts, capital outlays and insurance requires TBR approval. This form should be sent to the office of the Vice President for Business and Finance to coordinate that approval.

For Gift Records Use Only: Date Received: _____ Date Entered: _____ Date Acknowledged: _____