

**“Gift-in-Kind” Report Form  
(Internal Use Only)**

**ATTACHMENT II**

Individual Reporting Gift \_\_\_\_\_ Date: \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ Email address: \_\_\_\_\_

Description of Gift \_\_\_\_\_

Department Benefitting from Gift \_\_\_\_\_

Were goods and/or services provided in exchange for this gift? \_\_\_\_ If yes, value \$ \_\_\_\_\_

Account Name \_\_\_\_\_

\*\*\*\*\*

Donor Name \_\_\_\_\_  
(Company or Individual)

Contact Person \_\_\_\_\_ Email address: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Donor is (Circle one): Corporation Foundation Alumnus Parent Friend

If a corporate gift, is this a company product? \_\_\_\_\_

\*\*\*\*\*

Fair market value of gift at time of donation \$ \_\_\_\_\_ Per Attachment II

Donor restrictions on gift (if any) \_\_\_\_\_

Additional comments \_\_\_\_\_

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Approved for acceptance

\_\_\_\_\_  
(Department Chair/Director) Date: \_\_\_\_\_

\_\_\_\_\_  
(Dean, Administrative Head or Liaison) Date: \_\_\_\_\_

\_\_\_\_\_  
(Director, Advancement Services or VPUA) Date: \_\_\_\_\_

***Gifts-in-kind cannot be formally accepted until this report is received and approved. The VPUA or designee will consider gifts of tangible and intangible personal property only after a thorough review indicates that the property is readily marketable or needed by the University. Gift-in-Kinds are considered charitable in accordance with IRS publication 526. Software usage, services and gift cards not redeemable for cash are not considered charitable gifts.***