

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

ATTACHMENT II

Individual Reporting Gift _____ Date: _____

Department _____ Phone _____ Email address: _____

Description of 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 _____

Approved for acceptance

_____ Date: _____
(Department Chair/Director)

_____ Date: _____
(Dean, Administrative Head or Liaison)

_____ Date: _____
(Director, Advancement Services or VPUA)

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.