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IN-KIND GIFT/DONATION REPORT FORM

TO:	Executive Director of Institutional Development In-Kind Gift/Donation			
FROM: Subject: Date:				
This is to a	dvise of and recommend acceptance of	of the following identified gift/donatio	on:	
1. Identific	ation of gift item:			
	gift(s)/material(s) received or to be rec			
3. Name of	f Donor:			
Title _				
Addre	SS			
City _		State	ZIP	
4. Value as	estimated by donor: \$			
	s not given value, please provide consvalue is for internal purposes only and			
	ons on gift, if any:			
	mplications, if any:			
APPROVED:				
Division Head	d	Division	Account # Date	,
Dean/Adminis	strative Head			Date
Executive Dir	rector of Institutional Development			Date

INSTRUCTIONS: The individual originating this notification form should secure the approvals of his/her department head and dean/administrative head before submitting to the Executive Director of Institutional Development.

White: Development Yellow: Inventory Pink: File Gold: Department • 0800053/NEW00237