

GIFT-IN-KIND ACCEPTANCE FORM CHECKLIST

- Please be certain that the form is complete and that the appropriate names and signatures are in place.
- Attach to this form all documentation supporting the acceptance of this gift.
- In the “Gift Information” section (#2), please include sufficient information so as to identify the exact nature of the gift. For equipment, this might include a manufacturer, model number, color, etc. For in-kind gifts of services, a detailed description of the work being performed is required.
- Signatures should first be obtained from the department accepting the gift. The completed form and supporting documentation should then be sent to the Advancement Office.
- An official tax receipt will be provided to the donor by the Advancement Office.
Note: Please note that tax receipts are not given for gifts of service.