

Non-Monetary Gift Acceptance Form

Please complete and route for signatures. This form must be completed before the University can officially accept a proposed non-monetary gift. A completed Non-Monetary Gift Description and all donor correspondence regarding this gift must be attached. The donor should include any available specifications and/or documentation for any donated items. Gifts of \$5,000+ require a formal third-party appraisal and the donor must submit a completed IRS 8283 form for signature. The originating department is responsible for any costs associated with transport, installation and/or disposing of items. Please return completed forms to the Development and Alumni Relations office (2nd Floor Armand Hammer Alumni-Student Center).

Originating Department

College: _____

Department: _____

Contact Person: _____ Phone: _____ Email: _____

Gift Information

Gift type: ☐ Equipment ☐ Art ☐ Product ☐ Software ☐ Other: _____

Item Description: _____

Value (as determined by donor) _____

Condition: ☐ New ☐ Used

Gift location/use: _____

Date gift received (Complete after item is received): _____

Gift acceptance recommended by:

	Name (Print)	Signature	Date
RDD, Faculty, Staff	_____	_____	_____
Department Chair	_____	_____	_____
Dean or VP	_____	_____	_____
VP Development	_____	_____	_____

Finance Use Only:

Please route completed form to the following departments:

- | | |
|---------------------------|----------------------|
| • Contribution Accounting | Date Received: _____ |
| • Fixed Assets | Date Received: _____ |
| • Tax Manager | Date Received: _____ |