

NOTIFICATION OF *PROPOSED* IN-KIND GIFT DONATION MURRAY STATE UNIVERSITY

*PLEASE NOTE: FORM MUST BE COMPLETED AND APPROVED **PRIOR** TO GIFT ACCEPTANCE!*

SECTION I: RECIPIENT DEPARTMENT	ALL INFORMATION REQUIRED FOR APPROVAL
DATE OF FORM COMPLETION: _____	PROPOSED DATE FOR GIFT ACCEPTANCE: _____
MSU RECIPIENT DEPARTMENT: _____	
CONTACT: _____ / _____ Name Phone Number	
DESCRIPTION OF GIFT: _____	
DONOR OR APPRAISED VALUE OF GIFT: _____ <input type="checkbox"/> IF STOCK, CHECK IF DONOR WISHES IMMEDIATE SALE	
DEPARTMENT'S PROPOSED USE OF GIFT: _____	
ATTACHMENTS:	
<input type="checkbox"/> Notarized appraisal from qualified appraiser <input type="checkbox"/> Letter from donor <input type="checkbox"/> Other: _____ <input type="checkbox"/> Invoice from donor showing wholesale price	
ADDITIONAL INFORMATION: _____	

SECTION II: DONOR INFORMATION	ALL INFORMATION REQUIRED FOR APPROVAL
<i>To be completed by Recipient Department</i>	
NAME OF DONOR OR CONTACT: _____	
ORGANIZATION/COMPANY: _____	
ADDRESS: _____	TELEPHONE #: _____
<div style="font-size: small; margin-left: 20px;"> Attention _____ Department _____ Box # or Street _____ City, ST ZIP _____ </div>	SOCIAL SECURITY/ ID #: _____
RECOGNITION TO BE LISTED AS: _____	

SECTION III: PREAPPROVAL	DO NOT SIGN IF INFORMATION IS MISSING
_____ <i>Chair Signature</i>	_____ <i>Date</i> _____ <i>Phone Number</i>
_____ <i>Dean or Director Signature</i>	_____ <i>Date</i> _____ <i>Phone Number</i>
_____ <i>VP Signature (over Recipient Department)/President</i>	_____ <i>Date</i> _____ <i>Phone Number</i>
_____ <i>Foundation Executive Director Signature</i>	_____ <i>Date</i> _____ <i>Phone Number</i>
_____ <i>Director of Development Signature</i>	_____ <i>Date</i> _____ <i>Phone Number</i>
<input type="checkbox"/> Board Of Regents (BOR) action required <input type="checkbox"/> Foundation Board Of Trustees (BOT) action required	

SECTION IV: ACCEPTANCE		Asset to: <input type="checkbox"/> Foundation <input type="checkbox"/> University	
_____ <i>Initials</i>	_____ <i>Date of BOR Approval</i>	_____ <i>Initials</i>	_____ <i>Date of BOT Approval</i>
_____ <i>Records/Research Signature</i>	_____ <i>Date Received</i>	_____ <i>Alumni/Development Signature</i>	_____ <i>Date Acknowledged</i>

Process for Proposed Gift In-Kind

<input type="checkbox"/>	Preparer Meets with donor to discuss proposed donation
<input type="checkbox"/>	Preparer <ul style="list-style-type: none"><input type="checkbox"/> If value of proposed donation is less than \$5000 (<i>other than securities</i>), letter or document from donor stating the value must be attached. <i>(In accordance with IRS guidelines, the university can not assign a value—the donor is responsible for determining the value of the gift and will be recognized by the university for donating a gift of that amount.)</i><input type="checkbox"/> If value of proposed donation is equal to or greater than \$5000 (<i>other than securities</i>), original copy of notarized appraisal MUST be attached in accordance with official university policy.<input type="checkbox"/> If securities, a copy of statement of security account is required. (<i>Call Asst. Dir. of Development for assistance</i>)<input type="checkbox"/> If donor will require IRS Form 8283 for deduction, wholesale value must be attached.<input type="checkbox"/> If animal: Registration number, name, photograph, description, and/or notarized inspection of animal by qualified veterinarian MUST be attached in accordance with official university policy.
<input type="checkbox"/>	Recipient Department Chair or Director Completes Section I & II of form, signs and sends it with all attachments for signature to:
<input type="checkbox"/>	Dean or Director Signs and sends form with all attachments for signature to:
<input type="checkbox"/>	VP (over recipient department) Signs and sends form with all attachments for signature to:
<input type="checkbox"/>	Foundation Executive Director <ul style="list-style-type: none"><input type="checkbox"/> Determine (<i>with help of Foundation Board of Trustees Executive Committee, if necessary</i>) if asset is for benefit of Foundation or University<input type="checkbox"/> If Foundation asset and value of proposed donation is equal to or greater than \$5000 (<i>other than securities</i>), contacts Foundation Board of Trustees for action at next meeting on: _____ (date).<input type="checkbox"/> Signs and sends form with all attachments for signature to:
<input type="checkbox"/>	Director of Development <ul style="list-style-type: none"><input type="checkbox"/> If University asset and value of proposed donation is equal to or greater than \$5000 (<i>other than securities</i>), contacts Board of Regents for action at next meeting on: _____ (date).<input type="checkbox"/> Signs and sends form with all attachments for signature to:
<input type="checkbox"/>	Development (Secretary) <ul style="list-style-type: none"><input type="checkbox"/> Holds until approvals received then enters on log—original form attached to log<input type="checkbox"/> Copies to be sent (completed with all signatures) to:<ul style="list-style-type: none">• President• Recipient Department• VP of Administrative Services• MSU Foundation• Inventory Control (If University asset)• BOR Secretary (If BOR action required)
<input type="checkbox"/>	Records and Research Records donation and enters into system
<input type="checkbox"/>	Recipient Department <ul style="list-style-type: none"><input type="checkbox"/> Upon receipt of copy of completed form, accepts donation (<i>Acceptance MAY NOT occur until all steps complete</i>)<input type="checkbox"/> Contacts Development/Alumni Affairs to confirm acceptance of gift
<input type="checkbox"/>	Development Sends letter to donor to confirm donation, with copy to Recipient Dept. & MSU Foundation