



# SOUTHEAST MISSOURI University Foundation

## GIFT-IN-KIND FORM

**PLEASE READ ALL INSTRUCTIONS IN THE BOX BELOW BEFORE COMPLETING THE FORM**

This form is for internal use only. This is NOT a donor form. This form must be completed and be attached to any and all documentation regarding gifts-in-kind, which are any donated, tangible items. Attachments should include letter from the donor stating the name of the donor, the donation item, an estimated or appraised value and to where the items are being donated. The Southeast Missouri University Foundation requires adequate verification of any gift-in-kind donation before receipt can be acknowledged. Adequate verification can be an invoice, appraisal, statement or receipt itemizing the goods donated. This verification must be signed by the donor or a designee. The Southeast Missouri University Foundation will issue a descriptive receipt only for gift-in-kind donations as it is the donor's responsibility to substantiate the value of gifts-in-kind.

Name of Donor: \_\_\_\_\_

If company, contact name and title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

DESCRIPTION OF GIFT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GIFT RESTRICTION(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Value: \_\_\_\_\_ (to be provided by donor)

Date Received: \_\_\_\_\_ Foundation Index Number: \_\_\_\_\_

*This should be the date on which the Foundation took possession of the gift*

### GIFT ACCEPTANCE:

Department: \_\_\_\_\_

Phone Ext.: \_\_\_\_\_

Chairperson: \_\_\_\_\_

### APPROVAL SIGNATURES:

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Executive Director of the  
Southeast Missouri University Foundation

\_\_\_\_\_  
Provost/Vice President

**Please send the original to:**  
Foundation Office  
MS7300