



Tennessee Technological University Foundation In-Kind Report Form

Report Initiated By:

Employee Name: _____ Phone: _____ Date: _____

Donor Information: (If company donor, please enter company name and contact name below.)

Company/First Name: _____ Middle Name/Initial: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Spouse Name (or Company Contact): _____ Phone: _____ E-mail: _____

Donor's Affiliation with TTU: _____ Split or Dual Credit (if other than spouse): _____

Information: (Must be completed.)

TTU provides no appraisal for tax purposes; any amount listed below is for recognition use only.

Description: _____

Estimated Value: _____ Account Name/Number: _____

School/Department: _____ If In-Kind from Company, is this a company product? _____ New or Used? _____

Were goods and/or services provided in exchange? _____ If value is \$5000+, will item be sold within three years? _____

Should this item be transferred to the University for inventory purposes? _____ The item will be used for: _____

Potential Liability for University or Foundation: _____

Restrictions and/or
Additional Comments:

All In-Kind items should have the following:

- _____ In-Kind Form completed
- _____ Copy of Appraisal from Donor **or**
- _____ Statement of Value from Donor or Dept. Expert **or**
- _____ Itemized receipt (if item is new)
- _____ If computer hardware/software, signed by
Associate Vice President of Information Technology
- _____ If library materials, signed by Director of Library

\$5000+ items must ALSO include:

- _____ 3rd party (independent of TTU) appraisal with
appraiser qualifications
- _____ If specialized (only manufactured by the company
donating) attach published price list from the
internet, or publication showing the price of each item

Submit form to Office of University Advancement, Box 5111.

No item can be accepted until the In-Kind Form is approved through University Advancement.

Submission/Acceptance:

The person signing as Chair/Supervisor will be responsible for insuring receipt of item(s) after acceptance approval process is completed.

Submitted By: _____
Department Chair/Supervisor Date

Reviewed By: _____
Associate Vice President of University Development Date

Approved By: _____
Assoc. Vice President, ITS; **or** Director of the Library Date

Director, Advancement Services Date

Approved By: _____
Dean/Director Date

Approved By: _____
Vice President of University Advancement Date

University Advancement