



Tennessee Technological University Foundation Gift-In-Kind Form

College/Department Initiating Request:

Donor Information:

College/Department Name:
 Contact Person:
 Phone:
 Email:
 Dept. Account Number (Required):
 Today's Date:

Donor Name:
 Donor Address:
 City, State, Zip:
 Phone:
 Email:
 Donor's Affiliation with TTU:

Gift-In-Kind Information: TTU's Foundation will only accept gifts-in-kind that can be readily liquidated and the funds applied to supporting the Foundation's mission. Exceptions will be made when the Foundation can use the gift-in-kind in carrying out its mission without additional expense. TTU does not provide appraisals for tax purposes. Donors should speak with their tax preparer with questions about donations.

Description of Donation:

Estimated Value: _____ Any restrictions on use? _____
 How will the gift support the mission of TTU's Foundation?

Will the gift have to remain with TTU in perpetuity? Yes No If yes, explain:
 Are there any liability or hazard concerns? Yes No If yes, explain:
 Are there any additional expenses (storage, maintenance, etc.)? Yes No If yes, explain:
 Were goods, services or sponsorships provided in exchange for the item? Yes No If yes, explain:
 If the gift is donated from a company, is this a company product? Yes No If yes, explain:
 Does the gift include food or other items used for hosting dinners? Yes No If yes, complete GIK Meals Form
 For tangible property or equipment, when will the item be delivered to campus?
 Additional comments:

All Gift-In-Kind Items Should Have the Following:

- ___ Completed Gift-In-Kind Form
- ___ Copy of Appraisal from Donor or
- ___ Statement of Value from Donor or Dept. Expert or
- ___ Itemized Receipt (if new item)
- ___ If computer hardware/software, have form signed by Associate VP of Information Technology

\$5000+ Items:

A 3rd party (independent of TTU) appraisal with appraiser qualifications is required.
 If specialized (only manufactured by the company donating) attach published price list from the internet, or publication showing the price of each item
 Will this item be sold within 3 years? ___ Yes ___ No
 College or Department will be contacted by the Business Office about adding the item to the University inventory.

Submit form to University Advancement, Box 1915

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

Submission/Acceptance: The person signing as Department Chair/Supervisor will be responsible for insuring receipt of item(s) after acceptance process is complete.

Submitted By: _____
 Department Chair/Supervisor Date
 Approved By: _____
 Associate Vice President, ITS Date
 Approved By: _____
 Dean/Director Date

Approved By: _____
 Executive Director of University Advancement Date
 Approved By: _____
 Vice President of University Advancement Date
 (Gifts over \$500)