

Dean/Director

## Tennessee Technological University Foundation Gift-In-Kind Form

is required.  Copy of Appraisal from Donor or  Statement of Value from Donor or  Itemized Receipt (if new item)  If computer hardware/software, have form signed by  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/Department Initiating Request:	Donor Information:	
Phone: Email: City, State, Zip: Phone: Email: Dept. Account Number (Required): Phone: Email: Donor's Affiliation (Required): Tw (if applicable):  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? Are there any additional expenses (storage, maintenance, etc.)?  Were goods, services or sponsorships provided in exchange for the item?  Were goods, services or sponsorships provided in exchange for the item?  Does the gift include food or other items used for hosting dinners?  Are there any additional expenses (storage, maintenance, etc.)?  Were goods, services or sponsorships provided in exchange for the item?  Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the item?  Yes No If yes, explain:  To such the gift include food or other items used for hosting dinners?  Poes the gift include food or other items used for hosting dinners?  All Gift-In-Kind Items Should Have the Following:  Completed Gift-In-Kind Form  Copy of Appraisal Irom Donor or  Itemized Receipt (if new Item)  If computer hardware/software, have form signed by  Associate VP of Information Technology  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 or insuring receipt of item(s) after acceptance process is comp  Submitted By:  Department Chair/Supervisor  Date  Approved By:  Approved By:	College/Department Name:	Donor Name:	
Email: Dept. Account Number (Required): Phone: Email: Donor's Affiliation (Required): Tiff (if applicable):  Gift-In-Kind Information: TTU's Foundation will only accept gifts-in-kind that can be readily fliquidated 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? Are there any liability or hazard concerns? Yes No If yes, explain: Are there any liability or hazard concerns? Yes No If yes, explain: Were goods, services or sponsorships provided in exchange for the Item? 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:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships provided in exchange for the Item? Yes No If yes, explain:  Were goods, services or sponsorships means of the Item? Yes No If yes, explain:  Were goods, services or sponsorships means of the Item? Yes No If yes, explain:  Were goods, services or sponsorships means of the Item? Yes No If yes, explain:  Were goods, service	Contact Person:	Contact Person (if donor is company):	
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Today's Date:    Donor's Affiliation (Required):   T# (if applicable):	Email:	City, State, Zip:	
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Department Chair/Supervisor  Date  Executive Director of University Advancement  Date  Approved By:  Associate Vice President, ITS  Date  Vice President of University Advancement  Date  (Gifts over \$500)	No item can be accepted until the Gift-In-I	-Kind Form is approved through University Advancement	
Approved By:  Associate Vice President, ITS  Date  Approved By:  Vice President of University Advancement (Gifts over \$500)  Date	Submitted By:	Approved By:	
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(Gifts over \$500)			
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Date