



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:

Contact Person (if donor is company):

Donor Address:

City, State, Zip:

Phone:

Email:

Donor's Affiliation (Required):

T# (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?

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 Meals & Alcohol Form

For tangible property or equipment, when will the item be delivered to campus?

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

___ 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: _____
Executive Director of University Advancement Date

Approved By: _____
Associate Vice President, ITS Date

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

Approved By: _____
Dean/Director Date