



**GIFT-IN-KIND INFORMATION FORM (Internal Use Only)**

**Instructions:** Gifts-in-kind are gifts other than cash or securities that help to fulfill the university's mission. Please complete this form for any qualified gifts-in-kind received by your department, and return it to the Foundation Office, Administration Building, Room 319.

**Name of Person Preparing Form**

Title

Dept.

Extension

E-Mail

**Donor Info (Donor's name as it should appear in publications.)**

Donor/Company Name

Address

Contact  
Person/Title

Telephone

**Donor Classification (Please check off all that apply.)**

Alumni  Parent  Student  Faculty/Staff  Corporation  Foundation  Other

**Description of Gift (If more room is needed, please attach a separate sheet.)**

**Use or Benefit of Gift  
to Your Department**



UMass

Dartmouth

UNIVERSITY OF MASSACHUSETTS DARTMOUTH FOUNDATION

GIFT-IN-KIND INFORMATION FORM (Continued)

Gift Restrictions, if any

[Redacted area]

Expenses Associated with gift, if any

[Redacted area]

Value of Gift \$

[Redacted area]

How was this value determined? Please check off one of the following boxes, then attach any documentation you may have to this form:

- Fair Market Value Determined by Donor (attach letter, list, or other backup from donor)
- Appraised Value (Gifts of \$5,000 or more) (attach appraisal)
- Fair Market Value Determined by Other (attach copy of MSRP or EBay page, etc.)

Gift Acceptance by Department

Gift Date

[Redacted area]

Department Accepting Gift

[Redacted area]

Gift Received/Accepted By Dept. Chair Name:

[Redacted area]

Please sign\*

\_\_\_\_\_

Title

[Redacted area]

Extension

[Redacted area]

Email

[Redacted area]

**\*When form is complete, please print and sign.**

For information regarding the preparation of this form, please call Gina Nolan at 508-999-8030.

Advancement Office Use Only:

Approved/University Advancement \_\_\_\_\_ Date: \_\_\_\_\_