



GIFT-IN-KIND FORM

Southeast Missouri University Foundation

PLEASE READ ALL INSTRUCTIONS IN THE BOX BELOW BEFORE COMPLETING THE FORM

This form is for internal use only. This is NOT a donor form. This form must be completed and be attached to any and all documentation regarding gifts-in-kind, which are any donated, tangible items. Attachments should include letter from the donor stating the name of the donor, the donation item, an estimated or appraised value and to where the items are being donated. The Southeast Missouri University Foundation requires adequate verification of any gift-in-kind donation before receipt can be acknowledged. Adequate verification can be an invoice, appraisal, statement or receipt itemizing the goods donated. This verification must be signed by the donor or a designee. The Southeast Missouri University Foundation will issue a descriptive receipt only for gift-in-kind donations as it is the donor's responsibility to substantiate the value of gifts-in-kind.

Name of Donor: _____

If company, contact name and title: _____

Address: _____

City, State, Zip Code: _____

DESCRIPTION OF GIFT: _____

GIFT RESTRICTION(S): _____

Estimated Value: _____ (to be provided by donor)

Date Received: _____ Foundation Index Number: _____

This should be the date on which the Foundation took possession of the gift

GIFT ACCEPTANCE:

Department: _____

Phone Ext.: _____

Chairperson: _____

APPROVAL SIGNATURES:

Dean/Director

Executive Director of the
Southeast Missouri University Foundation

Provost/Vice President

Please send the original to:

Foundation Office
MS7300