**Request to Accept Non-Cash Gifts**

***University policy requires that approval be given prior to accepting gifts and/or donations or tangible personal property. For non-cash donations with a value of $500 or less per item, approval is required only by the Department Chair/Director and the Vice President for University Advancement.***

|  |  |
| --- | --- |
| **Name of Donor:** | Click here to enter text. |
| **Donor Address:** | Click here to enter text. |
| **Donor City, State, Zip:** | Click here to enter text. |
| **Donor Phone:** | Click here to enter text. |
| **Donor Email:** | Click here to enter text. |

***Description of the Property - include list and evaluations of item(s) and item value(s)***

Click here to enter text.

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signatures:** | **Yes** | **No** | **Date** |
| ***Department Chair/Director*** |  |  |  |
| ***VP for University Advancement*** |  |  |  |
| ***VP for Financial Affairs*** |  |  |  |
| ***VP for Enrollment and Student Support Services*** |  |  |  |
| ***Provost/VP for Academic Affairs*** |  |  |  |
| ***President*** |  |  |  |