Revised: March 7, 2016

**Request to Accept Non-Cash Gifts**

*University policy requires that approval be given prior to accepting gifts and/or donations of 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**

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair/Director Date

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VP for University Advancement Date

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VP for Financial Affairs Date

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VP for Enrollment & Student Support Services Date

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provost/VP for Academic Affairs Date

Approved [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President Date