

Gift-In-Kind Processing Form

Send To: Advancement Services

Degheri Alumni Center 312

Extension 4639

All information on this form must be complete before we are able to process this gift.

A. Donor

Individual Corporation

Advance ID: _____ Name: _____

Anonymous Donor? Yes No

Please complete the following ONLY IF the donor is NEW:

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Contact Name: _____

Title: _____

Company: _____

B. Which type best describes this donation?

Art

Books/Printed Materials

Entertainment (sports, theater, restaurant, food)

Equipment

Furniture

Jewelry

Musical Instrument

Travel (airfare, lodging, transportation)

Vehicle

Other: _____

C. Donated Items

Estimated Value: \$ _____ Allocation: _____ Appeal Code: _____

Detailed description of donated items:

D. Comments

E. Soft Credit*

Adv. ID: _____ Donor Name: _____

Adv. ID: _____ Donor Name: _____

F. Associated Credit**

Adv. ID: _____ Donor Name: _____

Adv. ID: _____ Donor Name: _____

G. Complete By

Print Name: _____ Dept: _____ Date Submitted: _____

Signature: _____ Ext: _____ Date Rec'd in AS: _____

*Soft credit is limited to family members/owners of a family foundation or owners and partners of a company.

**Associated credit is for recognizing individuals who help facilitate donations from the company or foundation they work for. If the gift is \$1,500 or more, the individual is eligible for Honorary President's Club membership.

Form Revised June 2017