UNIVERSITY OF OREGON Business Affairs Office

Clear Form

Report of Gift

(Please send completed form to Financial Services, Oregon Hall and retain copy in department)

☐ Cash/Check ☐ Gift in Kind

Date of Gift	
Donor's Name (if gift is anonymous, attach Anonymous Gift Form)	
Donor's Address (if company, include contact name)	
University Department/Program	
Research/Grant Related	If Yes, Project Name or Grant No.
Gift Amount (if equipment, indicate value and attach documentation)	
Description of Gift (include the manufacturer, model, and serial number if exists)	
Expected Use of Gift	
Physical Location of Asset(s)	
Foundation Equity or Name (if applicable)	
Department Index and Account Code (if applicable)	
Fund, Organization Code, and Inventory Number (For property control purposes, if the value of gift is greater than $5,000)	Fund / Org / Inventory #
Comments	
Gift Received By	

Prepared by

Name _____ Phone _____

Signature _____ Date _____

Unit Administrator

Name _____ Phone _____

Signature _____ Date _____

Note: If the value of the gift is likely to be greater than $500, donors wishing to claim a charitable deduction need to complete IRS form **8283 Noncash Charitable Contributions.** A qualified written appraisal is required for non-cash gifts over $5,000. If an appraisal is conducted, please submit a copy of that document with this form.