



Report of Gift

(Send completed form to Financial Services, Thompson's University Center and retain copy in department)

Cash/Check

Gift in Kind

Date of Gift				
Donor's Name <small>(if gift is anonymous, attach Anonymous Gift Form)</small>				
Donor's Address <small>(if company, include contact name)</small>				
University Department/Program				
Research/Grant Related	If Yes, Project Name or Grant No.			
Gift Amount <small>(if equipment, indicate value and attach documentation)</small>				
Description of Gift <small>(include the manufacturer, model, and serial number if exists)</small>				
Expected Use of Gift				
Physical Location of Asset(s)				
Foundation Equity or Name <small>(if applicable)</small>				
Department Index and Account Code <small>(if applicable)</small>				
Fund, Organization Code, and Inventory Number <small>(For property control purposes, if the value of gift is greater than \$5,000)</small>	<table border="0"> <tr> <td>Fund</td> <td>Org</td> <td>Inventory #</td> </tr> </table>	Fund	Org	Inventory #
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.