

Gift-in-Kind Reporting Form

Required by the University

Please record any in-kind gifts such as dental instruments, supplies or equipment on this form. After completing the form, bring it to Allison Neumeister in Ste. 500. Call Allison at x56403 with any questions.

After processing this form, the Development Office will acknowledge the donor or company with a thank-you letter and mention them in our *Report to Investors*.

Name of Person Reporting: _____ Ext. _____

University Title: _____ Dept: _____

Name of Donor/Company: _____

Address of Donor/Company: _____

If Company- Contact Person: _____

Relationship of Donor to School of Dentistry: _____

Description: _____

How will gift be used? _____

Any restrictions by donor on the use of the gift? _____

*Value placed on gift: \$ _____ By Whom? _____

Has donor provided appraisal form/receipt? Yes _____ (please attach) No _____

Date the School of Dentistry took possession: _____

Where will item be housed? _____

Can we publish Donor/Company name? Yes _____ No _____

* If the item(s) is valued at more than \$5,000, an independent appraisal will be necessary.

Signature _____ **Date:** _____