

GIFT IN KIND RECEIPT

POLICY: The Advancement Office of Notre Dame de Namur University can only acknowledge receipt of gifts in kind with a letter addressed to the donor describing the item. The Advancement Office is unable to attach, assign, or acknowledge a dollar value for these types of gifts. It is the responsibility of the donor to procure a dollar value and to provide needed documentation for tax purposes.

Use of form: Please use this form to: 1/ record the physical description of gift(s) in kind and the donor's stated item value, and signature and date 2/get confirmation* the University will accept a gift/gifts. 3/Return **completed** forms to the Advancement Office. Thank you!

*To ensure gifts are appropriate and usable by the University, a gift(s) in kind needs to be seen and approved for acceptance and use by, at a minimum.

Gift in kind description: (Please be as descriptive as possible, including for example: item description, manufacturer and model number, manufacture date, size/dimensions, proposed use and location)

Donor's stated value: \$ _____

Donor Name: _____

Donor Address: _____

Donor's Signature: _____ / /
 (Signature) (Date)

Name of Department: _____

Department Chair: _____ / /
 (Signature) (Date)

Provost/Vice President/Dean/Director: _____ / /
 (Signature) (Date)

University Advancement staff: _____ / /
 (Signature) (Date)