Revised: March 7, 2016
Reviewed: February 5, 2018
Reviewed: April 1, 2020
Reviewed: August 3, 2022
Revised: March 31, 2025
Revised: August 25, 2025

Request to Accept Non-Cash Gifts

University policy requires that approval be given prior to accepting gifts and/or donations of tangible personal property.

Name of Donor:

Donor Address:

Donor City, State, Zip:

Donor Phone:

Donor Email:

Description of the Property – include list and evaluations of item(s) and item value(s).
Click here to enter text.

Approvals

Approved	☐ Yes	☐ No	_____ Division Head/Director Date
Approved	☐ Yes	☐ No	_____ VP for University Advancement Date
Approved	☐ Yes	☐ No	_____ VP for Financial Affairs Date
Approved	☐ Yes	☐ No	_____ Provost/VP for Academic Affairs Date
Approved	☐ Yes	☐ No	_____ President Date