



The University of Texas at Dallas
Office of Development and Alumni Relations
Gift-In-Kind Acceptance Form

Date _____

School/Unit _____

Solicitor _____

Completed by: _____

Phone _____

Email _____

Is the gift benefiting more than one school/unit

Yes

No

If yes, please list units and their contact persons

Donor Information

Mr.

Ms.

Mrs.

Dr.

Mr. & Mrs.

Dr. & Mrs.

Drs.

Donor's Name/Org

Contact Name

Address

City, State, Zip

Country

Phone Number

Email Address

Gift Information

Type of In-Kind Gift

Art or Collection

Equipment

Other

Intellectual Property/Patent

Software

Discount on Purchase (in excess of the standard "education discount")

Description of Gift

Benefit to University

Where will item reside on campus

Value of Gift

Condition of Gift

New

Good

Poor

Unknown

N/A

Source of Valuation

Internal

Donor

Appraiser

Special Storage Requirements?

Yes

No

If yes, please explain

Hazardous Concerns?

Yes

No

If yes, please explain

Delivery Concerns?

Yes

No

If yes, please explain

Donor Restrictions on gift

Yes

No

If yes, please explain

Additional Cost Associated

Yes

No

If yes, please explain

Additional comments/information

Gift Acceptance

I recommend acceptance of this by The University of Texas at Dallas

Dean's Signature

Date

UTD Official Acceptance

Date

(President or VP for Development and Alumni Relations)

Completed form, along with support documentation*, should be scanned and emailed to gifts@utdallas.edu or delivered to the Office of Development & Alumni Relations, SPN, Room 2.120. Questions should be directed to Gift Services x3958.

**Supporting documentation must include a listing of item(s) and value as stated by donor.
For gifts with a FMV of \$5,000 or more, a certified third-party appraisal is required.*

Gift Services Use Only

Cost Center Name

Cost Center Number

All fields completed

All required documents included

For Internal Use Only

Revised 09/2023