



The University of Texas at Dallas
Office of Development & Alumni Relations
In-Kind Gift 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 _____
Personal thank you letter addressed to this person at org.
 Address _____ City, State, Zip _____
 Phone Number _____ Email Address _____

Gift Information

Type of In-Kind Gift Art or Collection Equipment Other _____
 Intellectual Property/Patent Software
 Discount on Purchase (must be in excess of the standard "education discount")

Description of Gift _____
 Benefit to University _____
 Value of Gift _____
 Condition of Gift New Good Poor Unknown N/A Source of Valuation Internal Donor Appraiser

Special Storage Yes No If yes, please explain _____
 Requirements? Hazardous Yes No If yes, please explain _____
 Concerns? Delivery Concerns? Yes No If yes, please explain _____
 Restrictions on gift 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 _____

UTD Official Acceptance _____ Date _____
(President or VP for Development and Alumni Relations)

Completed form, along with support documentation*, should be sent to the Office of Development & Alumni Relations, SPN 2.120. Questions should be directed to Gloria Muhammad, Director of Gift and Data Services at x. 2295.

**Supporting documentation must include a gift letter from the donor. For gifts with a FMV of at least \$5,000, a certified third-party appraisal and IRS Form 8283 are also required.*

Gift and Data Services Use Only

Cost Center Name _____ Cost Center Number _____

For Internal Use Only