



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 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 _____ Source of Valuation Internal Donor Appraiser

Condition of Gift New Good Poor Unknown N/A

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 _____

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 _____ Date _____

UTD Official Acceptance _____ Date _____
(President or VP for Advancement)

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 is required.*

Gift and Data Services Use Only

Cost Center Name _____ Cost Center Number _____