

Date _____

MILLERSVILLE UNIVERSITY
CERTIFICATION OF ACCEPTANCE
GIFT-IN-KIND

This form must be completed by a University official receiving gift and approved by the appropriate academic dean or administrative department head before the University can officially accept the gift.

Name & Address of Donor(s):

Gift-In-Kind received by:
Name: _____
Department: _____
Telephone: _____

The property is conveyed to the University:
By letter [] (attach copy); Verbally [];
Other [] Explain:

Which University department will be the temporary custodian of the gift?

Brief gift description: (Attach detailed documentation if necessary/available.)

What is the current location of the Gift-In-Kind?

This is a gift of company product (what the business produces).

Which University department will be the ultimate custodian of the gift?

Value of gift: \$ _____
(attach explanation);
by invoice (attach)
by formal letter/email (attach)
by a certified appraiser (required for values of \$5,000 or more if not otherwise documented; attach)
by policy for costume shop only

Is the described gift complete (all expected parts delivered)?
Yes [] No []
Explain:

Name and address of appraiser:

- [] I have informed the Vice President for Finance & Administration that this gift should be properly insured.
- [] I have informed the Vice President for University Advancement for purpose of acknowledgement.
- [] This gift is given without restrictions of any sort. (If not, please explain)

Contact Person (signature)

Department Chair/Department Head (signature)

Vice President for University Advancement (signature)