PRESIDENT'S OFFICE FORM NO. 41B (REV. 3/92)	**GIFT-IN-KIND AND LOAN REPORT**	CHECK ONE: ☐ GIFT-IN-KIND ☐ LOAN

Please contact Advancement Services at 40290 or 67274 if you have any questions about this form.

GENERAL INFORMATION

NAME AND ADDRESS OF DONOR

Contact and title (if corporate donor):

CONTRIBUTION TO BE USED FOR (DESCRIBE DONOR'S INTENT AND ATTACH RELEVANT DOCUMENTATION)

RECIPIENT:

DEPARTMENT:

INDIVIDUAL RESPONSIBLE PHONE

_____ _____

CAMPUS: (CHECK APPROPRIATE BOX)

☐ WL ☐ CAL ☐ FW ☐ NC

Other Remarks

_____

Prepared By/Phone Date

ACKNOWLEDGEMENTS

ACKNOWLEDGEMENT LETTERS SENT BY: (CHECK ONE ATTACH COPY)

☐ DEPARTMENT DATE _____

☐ SCHOOL OR DIVISION DATE _____

☐ OTHER DATE _____

☐ NONE SENT

IF NO ACKNOWLEDGEMENTS WERE SENT, OR IF TO BE SENT LATER, PLEASE EXPLAIN. PLEASE CALL GIFT ACKNOWLEDGEMENT AT 40317 IF YOU HAVE QUESTIONS ABOUT ACKNOWLEDGEMENTS.

MATERIAL, EQUIPMENT AND SUPPLIES

QUANTITY	ITEM (GIVE COMPLETE DESCRIPTION INCLUDING SERIAL NUMBERS) ☐ CHECK BOX FOR LISTING ATTACHED.	ESTIMATED VALUE (For internal purposes only. Do NOT share with donor.)

CAMPUS LOCATION

DEPARTMENT

BUILDING

ROOM

Complete for Loaned Items

CONDITIONS OF ACCEPTANCE

DURATION OF LOAN

APPROVALS

RECOMMENDED–DEPARTMENT HEAD	DATE
RECOMMENDED–DEAN OR ADMINISTRATIVE OFFICER	DATE
RECOMMENDED–DEV SVCS GIFT RECEIPTS ADMINISTRATOR	DATE

For all contributions, complete General Information and Acknowledgement sections. Forward all copies to Advancement Services, DAUC. After processing, copies will be distributed as follows: white, Dev Svcs; yellow and pink, development officer for area. (Copies will be made for Property Management as necessary.)