

- I/we wish to transfer property to the **Foundation for Indiana University of Pennsylvania (FIUP)** in support of Indiana University of Pennsylvania.
- I/we represent and warrant that I/we have complete and clear title to the Gift In Kind and the authority to make the gift and do hereby irrevocably assign, transfer and give all my/our right, title and interest in the described property to FIUP.
- To the best of my/our knowledge, the item(s) is/are fit for intended use, in good operating condition.
- I/we am/are aware that acceptance and disposition of donations are governed by the policies of the Foundation for IUP and Indiana University of Pennsylvania without prior approval by me/us.

This gift is

- in my name only a joint gift in my/my spouse's name _____
- in memory of in honor of _____

Description of Item(s) (indicating the quantity, model number, manufacturer, etc. and intended use) _____

This agreement transfers title of the gift to the Foundation for IUP. The following restrictions as to the use of this gift will be specified below, if applicable (for example this gift is to support college/department/program – if any, attach donor letter or explain in detail).

- Gift(s) to be retained and used for designated purpose.
- Gift(s) may be sold and proceeds used for designated purpose.
- Gift(s) will be used at the discretion of Indiana University of Pennsylvania or the Foundation for IUP.

Estimated value (by donor) or external appraisal \$ _____
(The foundation for IUP is not permitted to value a gift for tax deduction purposes. If the value of the gift is more than \$5,000 the donor must obtain an appraisal and provide a copy of the appraisal to the Foundation. The donor should contact his/her financial advisor for any tax advice.)

Donor Recognition & Philanthropy Publicity

- I/we grant permission to use our names in IUP, FIUP, and public recognition materials/announcements
- I/we wish to remain anonymous
- I/we wish to reject any and all benefits as a result of this gift that would impact my charitable donation

Anticipated Date of Delivery _____

Print Name(s) _____

Donor Signature(s) _____ Date _____



**FOUNDATION
FOR IUP**

Supporting the mission of IUP since 1967

Internal Use Only

Donee of Gift (select one): Foundation for IUP IUP

College/Department

Gift Designated For Department/College/Division _____ Museum

Describe the condition of the item and future viability. _____

Indicate how the gift will be operational within a six (6)-month period from the date of formal acceptance of gift. _____

University Advancement

Donor ID _____ Donor Name (and Contact, if applicable) _____

Donor Address _____

Major Gift Officer Name and ID _____

Indicate the location and placement of the gift(s). (If additional or new space is needed, it is the requestor's responsibility to coordinate with Campus Planning.) _____

Indicate who shall assume the responsibility for the maintenance and installation of the gift(s). _____

Valuation (Make appropriate selection below and attach any necessary appraisals or valuation documentation.)

Estimated value by donor \$ _____

Estimated value by University \$ _____

Estimated value by certified appraiser \$ _____

Approvals

Dean or Vice President _____ Date Approved _____

Vice President, University Advancement _____ Date Approved _____

Associate Vice President for Facilities Management _____ Date Approved _____
(if installation and maintenance cost to IUP required)

Executive Director, Foundation for IUP _____ Date Approved _____

Completion of Necessary Tasks Checklist

- Inventory Control has been notified of the gift(s) acceptance and has been copied on all pertinent information concerning the gift(s) – for IUP Gifts Only.
- A letter of gratitude is prepared by the department indicating how the gift will be used – no dollar value shall be placed in the letter. Send a copy of this letter to advancement-services@iup.edu. The official receipt will be sent by the Advancement Services department.
- The department understands it is their responsibility to notify advancement-services@iup.edu if the Gift-In-Kind is disposed of within three years of receipt.



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