

# GIFT - IN - KIND CHECKLIST

Gifts-in-Kind to IUP or FIUP must be approved and reported using this form. In-Kind gifts are equipment, livestock, books, software and other tangible personal property.

In-Kind gift acceptance is authorized by:

Gifts to IUP OR Foundation for IUP - Vice President for University Advancement and Executive Director, Foundation for IUP

This information will provide the basis for approving, reporting and recording Gifts-in-Kind.

Donor transmittal letter and other documents describing the donor's intent shall be attached.

## PART ONE

**I. This section to be completed by individual/department requesting the gift(s), must be submitted to the approving authority prior to accepting the gift(s). Place N/A for those steps not applicable.**

A. NAME AND ADDRESS OF DONOR (If corporate, list contact person) ID Number _____ _____ _____ _____ _____	B. AFFILIATION WITH IUP (Check as many that apply)  ____ Friend      ____ Foundation ____ Alum      ____ Parent ____ Corporate      ____ Association ____ Faculty/Staff ____ Other (please indicate) _____
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B. GIFT ENTRY CODING  
Campaign Code \_\_\_\_\_ Designation \_\_\_\_\_ Giving Vehicle \_\_\_\_\_ Gift Payment Type \_\_\_\_\_  
Development Director ID Number \_\_\_\_\_

C. DESCRIPTION AND USE OF GIFT-IN-KIND

- Describe the gift (indicating the quantity, model number, manufacturer, etc.) and intended use (use additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- Describe the condition of the item and future viability (use additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_
- Indicate how the gift will be operational within a six (6)-month period from the date of formal acceptance of gift (use additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_

4. Verify that the gift(s) coincide with the department's programmatic plans (use additional sheets if necessary).

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5. 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.)

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

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7. Provide an itemization of any miscellaneous costs (i.e. transportation). (Use additional sheets if necessary.)

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8. Indicate anticipated date of delivery.

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D. VALUATION

(X) Indicate estimated and/or appraised value(s). (If appraised, value, attach a copy of the appraisal.)

\_\_\_ Estimated value by donor \$ \_\_\_\_\_

\_\_\_ Estimated value by requestor \$ \_\_\_\_\_

\_\_\_ Estimated value by certified appraiser \$ \_\_\_\_\_ (copy attached)

E. DONEE OF GIFT:

\_\_\_ Foundation for IUP

\_\_\_ IUP

F. DESIGNATED FOR:

\_\_\_ Department

\_\_\_ School

\_\_\_ Other (Explain)

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F. GIFT RESTRICTIONS: (Attach DONOR GIFT IN KIND FORM)

\_\_\_\_ Donor stipulations or limitations if any (attach donor letter or explain in detail).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Gift(s) may be sold and proceeds used for designated purpose.

\_\_\_\_ Gift(s) will be sold and proceeds used for designated purpose.

\_\_\_\_ Gift(s) to be used at the discretion of the donee.

**II. The signature of the Dean or Vice President of the department/division submitting the request is required below:**

A. DEPARTMENT APPROVAL

\_\_\_\_\_  
Dean or Vice President

\_\_\_\_\_  
Date Approved

B. \_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date Submitted

C. \_\_\_\_\_  
Vice President, University Advancement

\_\_\_\_\_  
Date Approved

D. \_\_\_\_\_  
Executive Director, Foundation for IUP (if needed)

\_\_\_\_\_  
Date Approved

E. \_\_\_\_\_  
Associate Vice President for Facilities Management  
(if installation and maintenance cost to IUP required)

\_\_\_\_\_  
Date Approved

**III. The following steps need to be completed upon receipt of the gift(s).**

A. \_\_\_\_ Inventory Control has been notified of the gift(s) acceptance and has been copied on all pertinent information concerning the gift(s). (IUP gifts only – Advancement Services handles)

B. \_\_\_\_ If 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 (G-30 Sutton Hall). The official receipt will be sent by the Advancement Services Department.

C. \_\_\_\_ The department understands it is their responsibility to notify Advancement Services (G-30 Sutton Hall) if the Gift-In-Kind is disposed of within three years of receipt.