



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 this person 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	New	Good	Poor	Unknown	N/A	Source of Valuation	Internal	Donor	Appraiser
Condition of Gift									
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 \_\_\_\_\_

UTD Official Acceptance \_\_\_\_\_ Date \_\_\_\_\_  
*(President or VP for Development and Alumni Relations)*

**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 and IRS Form 8283 are also required.*

**Gift and Data Services Use Only**

Cost Center Name \_\_\_\_\_ Cost Center Number \_\_\_\_\_

For Internal Use Only