

REPORT OF GIFT FORM

PLEASE NOTE: FORM MUST BE COMPLETED ELECTRONICALLY. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

DONOR INFORMATION

Name	
Address (If company, include contact name.)	
Phone no.	
Donor signature	

GIFT INFORMATION

Gift amount (If equipment, indicate value and attach documentation.)	
Description (Include manufacturer, model, & serial number if exists.)	
Purpose	
Acknowledged (If acknowledged, attach copy of letter.)	YES <i>IRS Regulations require that all gifts over \$250.00 be acknowledged.</i> NO <i>Department is required to provide this acknowledgment.</i>
Appraisal (If appraised, attach appraisal)	YES <i>All gifts over \$5,000 must be accompanied by an independent appraisal at the</i> NO <i>donor's expense</i>

RECIPIENT/DEPARTMENT INFORMATION

Dept. name	
Gift fund	
Index	
Dept. head name (please print name)	
Phone no.	
Dept. head signature	

Please send completed form to Property Control, mail code: BO-SAS. Retain a copy for department

Accepted by PSU Business Affairs

Director name (please print)

Director Signature

Date