

UNIVERSITY OF MICHIGAN

Gift-in-Kind Form
Gift and Records Administration
Wolverine Tower, Room 8000 1288

Today's Date: _____

Department: _____

M-Pathways Dept. Code: _____

Contact Person: _____

Phone #: _____

Donor LID:

*****Please attach copies of all related correspondence and relevant information*****

Donor Name: _____

Donor Address: _____

Description of Gift: This gift consists of:

Please write description exactly as it should appear on the donor's receipt.

If the donor is a company/corporation/corporate foundation, is this gift a product of the company?
 Yes No I don't know

Date of Gift: _____
(date of physical possession)

Location of Gift: _____

***Value of Gift:** _____

***Gifts over \$5,000.00 require an independent appraisal.**

Value Determined By: Donor Qualified Appraiser Estimated by Dept.

Gift: May be sold Must be retained

Gift Delivered to: _____

Insurance: The University's blanket property policy EXCLUDES: fine art, rare books, museum collections, jewelry, precious metals and precious stones. Contact the Risk Management Office (764-2200) if insurance coverage is desired.

It is the responsibility of the unit to keep all backup material and track this gift. Each unit is also responsible to notify, in writing, the assigned tax representative within 30 days from the date of sale or disposition. Failure of timely notification may trigger penalties for delinquent returns.

For gift(s) valued over \$5,000 – If any portion of the gift(s) is disposed of within three years from the date of the gift, the unit must notify taxreporting@umich.edu within 30 days. Please refer to <http://www.finance.umich.edu/tax/policies+procedures> for further guidance.

Does the organization intend to use the property for an unrelated use? Yes No

Signature of Dean or Chair: _____

Processing Information:	Amount	DART Designation/Shortcode	Marketing Effort	SCU