UNIVERSITY OF MICHIGAN
Departmental Gift-in-Kind Transmittal Form
Office of Gift Administration
Wolverine Tower, Room 8070  1288

Date: ____________________

Department: ____________________  M-Pathways Dept. Code: __________

Contact Person: ____________________  Phone #: ____________________

Donor Entity ID: ____________________

Donor Name: ____________________

Donor Address: ____________________

Description of Gift:  This gift consists of

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

(Use up to 4 lines of 68 characters a piece to complete this description)

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: ____________________

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  DAC Allocation/Shortcode  Campaign  Reunion  School

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