

Date _____

**MILLERSVILLE UNIVERSITY
CERTIFICATION OF ACCEPTANCE
GIFT-IN-KIND**

This form must be completed by a University official receiving gift and approved by the appropriate academic dean or administrative department head before the University can officially accept the gift.

Name & Address of Donor(s):

Gift-In-Kind received by:

Name: _____

Department: _____

Telephone: _____

Which University department will be the temporary custodian of the gift?

The property is conveyed to the University:
By letter [] (attach copy); Verbally [];
Other [] Explain:

What is the current location of the Gift-In-Kind?

Brief gift description: (Attach detailed documentation if necessary/available.)

Which University department will be the ultimate custodian of the gift?

This is a gift of company product (what the business produces).

Value of gift: \$ _____

- by the donor's estimate (attach explanation);
- by invoice (attach)
- by formal letter/email (attach)
- by a certified appraiser (required for values of \$5,000 or more if not otherwise documented; attach)
- by policy - for costume shop only

Is the described gift complete (all expected parts delivered)?

Yes [] No []

Explain:

Name and address of appraiser:

- [] I have informed the Vice President for Finance & Administration that this gift should be properly insured.
- [] I have informed the Vice President for University Advancement for purpose of acknowledgement.
- [] This gift is given without restrictions of any sort. (If not, please explain)

Contact Person (signature)

Department Chair/Department Head (signature)

Vice President for University Advancement (signature)