



Request to Accept Non-Cash Gifts

University policy requires that approval be given prior to accepting gifts and/or donations or tangible personal property. For non-cash gifts with a \$500 or less value per item, approval is required only by the Department Chair/Director and V.P. for University Advancement.

Donor:

Address:

City, State, Zip Code:

Phone:

Email:

Description of Property (Attach list and evaluations):

APPROVAL:	Yes	No	Date
Department Chair/Director:			
Vice President for Academic Affairs:			
Vice President for Financial Affairs:			
Vice President for Student Affairs:			
Vice President for University Advancement:			
President:			