

EASTERN KENTUCKY UNIVERSITY
Gift Receipt Report
For One-Time Gifts

INSTRUCTIONS: _____ DATE _____

This form is to be completed by each University faculty or staff member who receives a gift for any purpose for any college or department within the University. The form must be signed by the appropriate Dean. Forward original to Division of University Development, CPO 19-A, Coates, 324 Jones, with check or securities. Retain copy for your file. If gift is cash, please hand deliver to the Division of University Development.

1. DONOR:
NAME _____
TITLE OF POSITION (if appropriate) _____
ORGANIZATION OR COMPANY (if any) _____
ADDRESS (street and number) _____
CITY, STATE, ZIP CODE _____

2. GIFT:
DESCRIPTION (if equipment or materials) _____

CAMPUS LOCATION _____
RECEIVED BY _____
COLLEGE OR DEPARTMENT _____

DATE _____
GIFT TYPE (Check one)

DOCUMENTATION OF IN-KIND GIFTS SHOULD BE SUBMITTED TO THE DIVISION OF UNIVERSITY DEVELOPMENT FOR VERIFICATION AND RECORDING

Cash; Amount
Check-Money Order; Amount
Securities; Determined Value
Pledge; Amount
Schedule (Annually, etc.)

In-Kind Equipment, etc.)
VALUE _____

3. PURPOSE OF GIFT:
Unrestricted
Restricted for _____

Method of Valuation (circle one):
Fair Market Value
Appraised
University Estimate
Donor Estimate

4. ACKNOWLEDGMENT:
None
Made by _____

NOTE: WHEN GIFT IS ACKNOWLEDGED BY RECIPIENT, ATTACH COPY OF PERTINENT CORRESPONDENCE TO THIS REPORT.

OTHERS TO ACKNOWLEDGE (Check those whom you recommend)

President _____ Vice President for University **Development** _____ Appropriate College Dean _____
Other (Specify) _____ To Whom Acknowledgment Should be Sent: _____

5. APPROVAL:

Recipient, Date

Department Chair, Date

Dean, Date

Vice President of University Development, Date

DIVISION OF UNIVERSITY DEVELOPMENT USE ONLY:
DATE OF RECEIPT _____
DATE OF DEPOSIT _____
BUDGET NUMBER _____
ACTION TO BE TAKEN _____