

Internal Approval Form For Gift-In-Kind Donations

This form is to be completed by the appropriate School/Department and sent to the Advancement Department **BEFORE** advising the donor that the College agrees to accept a gift-in-kind donation. Once the approvals have been secured an Advancement staff will contact the College Contact and/or Donor.

School/Department offered gift: _____

Internal College Contact Name: _____

Donor Background:

Donor Name: _____

Primary Contact: _____

Phone: _____

Email: _____

Mailing Address: _____

Gift Background:

Description of the gift offered (provide backup with photos, dimensions, etc): _____

Fair Market Value of the gift: \$ _____

Internal Approvals for Evolve (Advancement will secure approvals):

Dean /Department Head

Department/School SMT member

Administrative Officer, Finance & Facilities

Chief Building & Facilities Officer

Director, Advancement & Alumni Relations