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:

Please attach copies of all related correspondence and relevant information.

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)

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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*](http://www.finance.umich.edu/tax/policies%2Bprocedures) *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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