

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## FOUNDATION OFFICE

## GIFT-IN-KIND / DONATION FORM

TO: Vice President of External Relations / Institutional Development

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

This is to advise of and recommend acceptance of the following identified gift/donation:

1. Identification of gift item: \_\_\_\_\_

\_\_\_\_\_

2. Date of gift(s)/material(s) received or to be received: \_\_\_\_\_

3. Name of Donor: \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

4. Value as estimated by donor: \$ \_\_\_\_\_

If donor has not given value, please provide conservative estimate: \$ \_\_\_\_\_

Estimated value is for internal purposes only and should not be considered official for the donor's tax purposes.

5. Restrictions on gift, if any: \_\_\_\_\_

\_\_\_\_\_

6. Budget implications, if any: \_\_\_\_\_

**APPROVED:**

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*Department Head*

*Department*

*Account #*

*Date*

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*Dean/Administrative Head*

*Date*

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*Vice President External Relations / Institutional Development*

*Date*

**INSTRUCTIONS:** The individual originating this notification form should secure the approvals of his/her department head and dean/administrative head before submitting to the Vice President of External Relations / Institutional Development.