



**Gifts-In-Kind Policies, Procedures and  
General Information  
(For Internal Use only)**

**Please read carefully.** The following are *revised* policies and procedures for accepting gifts-in-kind to the MTSU Foundation. If you have any concerns or questions about receiving gifts-in-kind or need additional forms, please call the Development Office at 898-2502.

1. When a prospective donor calls wanting to donate a gift-in-kind to the Foundation, a "GIK Donor Information Packet" should be mailed to the donor from the department that is to receive the gift. This includes:
  - a. A letter to the prospective donor
  - b. A donor "Gift-in-Kind" form (to be filled out by the donor)
2. The donor will be instructed to mail the appropriate **completed** form back to the MTSU department receiving the donation.
3. If the department that is to receive the gift has an interest or a need for the gift, they will then fill out the "Gift-in-Kind Report Form."
4. The department will then mail the "Gift-in-Kind Report Form" to the Development Office for review by the Gifts-in-Kind Committee. The Executive Director of the MTSU Foundation will sign the form and return it to the department receiving the gift.
5. The gift can be formally accepted by the Foundation, only after steps 1-4 are completed.
6. After receiving the gift, all completed forms should be sent to the Development Office for processing, along with a memo from the department stating the date on which the gift was received.
7. A "Thank You" letter will be sent to the donor from the Director of Development.

*Additional copies of the GIK Donor Information Packet and the Gift-in-Kind Report Form will be in the Development Office.*

**MIDDLE  
TENNESSEE**  
STATE UNIVERSITY  
**FOUNDATION**  
**Gifts-In-Kind Report Form**  
**(For Internal Use Only)**

Individual Reporting Gift \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Campus Box \_\_\_\_\_ Phone \_\_\_\_\_

Description of Gift \_\_\_\_\_

Were goods and/or services provided in exchange for this gift? \_\_\_\_\_ If yes, value \$ \_\_\_\_\_

Account Name \_\_\_\_\_ Account # \_\_\_\_\_

Date Submitted \_\_\_\_\_

\*\*\*\*\*

Donor Name \_\_\_\_\_ S.S. Number \_\_\_\_\_  
(Company name or individual's name) (Or Company's Tax Identification No.)

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Donor is (Circle one): Corporation Foundation Alumnus Parent Friend

If a corporate gift, is this a company product? \_\_\_\_\_

\*\*\*\*\*

Donor restrictions on gift (if any) \_\_\_\_\_

Additional comments \_\_\_\_\_

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**Approved for acceptance**

\_\_\_\_\_  
(Department Chairperson/Director) Date: \_\_\_\_\_

\_\_\_\_\_  
(Dean, Administrative Head, or Liaison) Date: \_\_\_\_\_

\_\_\_\_\_  
(Director of Development) Date: \_\_\_\_\_

**Submit to Development Office, Campus Box 109**  
**Gifts-in-kind cannot be formally accepted until this report is received and approved**

## The FOUNDATION

Middle Tennessee State University  
P.O. Box 109  
Murfreesboro, TN 37132  
Office: 615-898-2502  
Fax: 615-898-2187



Dear Friend of MTSU:

Thank you for considering the Middle Tennessee State University Foundation as a recipient for your gift-in-kind donation. We greatly value your contribution to the Foundation and your support of Middle Tennessee State University.

Please fill out the enclosed Gift-in-Kind form and return it to the department of your choice at Middle Tennessee State University. You will be notified by the department if the gift can be accepted by the Foundation.

**Please consult your tax advisor for the applicability of a gift-in-kind donation.**

Sincerely,

A handwritten signature in cursive script that reads "Joe Bales".

Joe Bales  
MTSU Foundation Executive Director

Enclosure



**Donor Gift-In-Kind Form**

(To be filled out by the donor)

Donor Name: \_\_\_\_\_  
(Company name or individual's name)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

TIN or Social Security Number: \_\_\_\_\_

I would like to donate (*description of donation*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to the Middle Tennessee State University Foundation for use in the department of:  
\_\_\_\_\_

**Fair Market value as determined by the donor:** The IRS defines fair market value as "the price a willing, knowledgeable buyer would pay a willing, knowledgeable seller when neither has to buy or sell."  
\$ \_\_\_\_\_

**Appraised value:** If the value of the donation is \$5,000.00 or more, I am attaching a copy of the appraisal. \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_