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.

(REV. 6/11/08)
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 ______________________________

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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? __________

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Donor restrictions on gift (if any) ______________________________________________________________________

Additional comments ___________________________________________________________________________

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Approved for acceptance

____________________________________________ Date: ______________________

(Department Chairperson/Director)

____________________________________________ Date: ______________________

(Dean, Administrative Head, or Liaison)

____________________________________________ Date: ______________________

(Director of Development)

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

(REV. 6/11/08)
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,

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:

___________________________________________________________________________

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I have no objections to this donation being sold; however, I would prefer that any monies derived from
the sale be used for the same department.

**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: _______________

(REV. 6/11/08)