

# UNIVERSITY OF MICHIGAN

Gift-in-Kind Form  
Gift and Records Administration  
umgiftinkind@umich.edu

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

M-Pathways Dept. Code: \_\_\_\_\_

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

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

Donor LID:

**\*\*\*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.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_  
(date of physical possession)

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](mailto:taxreporting@umich.edu) within 30 days. Please refer to <http://www.finance.umich.edu/tax/policies+procedures> 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	DART Designation/Shortcode	Marketing Effort	SCU