

**Texas Tech University System
Gifts-in-Kind Information Form**

INSTRUCTIONS:

This form is to be completed by Texas Tech University System personnel who work with a prospective donor to secure a gift-in-kind (gifts other than cash and securities). The gift must be officially accepted on behalf of an entity within the Texas Tech University System or the Texas Tech Foundation, Inc., before a gift receipt can be issued for the gift. This form should be completed through Item 8 and forwarded to the Office of Institutional Advancement.

1. PROSPECTIVE DONOR(S):

Name:	
Address:	
BSR Donor ID# Optional: Social Security or Tax I.D. Number:	
Contact Person (if applicable):	

2. PROPOSED GIFT: (Complete an accurate description of the proposed gift.)

3. APPRAISAL/FAIR MARKET VALUATION OF GIFT: (Attach actual appraisal or fair market valuation to this form.) Appraiser must be someone other than the donor with expertise in the appropriate area.

Amount of Appraisal:	
Name of Appraiser:	
Address of Appraiser:	
Phone:	

4. GIFT RESTRICTION: (Please check one)

- There are no restrictions on the gift.
- There are restrictions on the gift that impose an obligation/limitation upon the ownership and/or disposition of it by TTUS. The conditions or restrictions are as follows:

If gift is art, please check entity to which it is being given:

TTUS Public Art Collection

Southwest Collection

Museum of Texas Tech

National Ranching Heritage Center

International Cultural Center

If other, please specify: _____

5. **BENEFIT TO THE TTUS ENTITY AND/OR PROGRAM:** (Usually completed by the administrative head of the department to receive the gift.

6. **EXPENSES CONNECTED TO GIFT:**

Out-of-Pocket: (Transportation, set-ups, taxes, insurance, maintenance, utilities, association dues, major repair, etc.)	
Source of funds:	
Contingent costs: (e.g., lines, mortgages, easements, etc.)	
Source of funds:	
Evidence of ownership: (Attach copy of title, if applicable)	

7. **TEXAS TECH CONTACT:**

Name:	
Title	
Department/Unit:	
Campus Address:	
Phone	

8. **Approvals:** (This form, together with any attachments, is to be routed through the following officer in the order indicated below)

Department Chair of Administrative

Head Signature: _____ Date: _____

Development Officer: _____ Date: _____

Dean/Director Signature: _____ Date: _____

Vice Chancellor for Institutional Adv.,

Texas Tech University System

Chief Operating Officer

Texas Tech Foundation, Inc.: _____ Date: _____

Copy of form sent to Museum Executive

Director if gift is art: _____ Date: _____

Copy of form sent to Manager, TTU
Public Art Collection if gift is art: _____ Date: _____

Environmental Health & Safety
(if gift involves chemicals and/or equipment
producing or containing hazardous material): _____ Date: _____

Vehicle Fleet Manager
(if gift is a motor vehicle): _____ Date: _____

Chief Financial Officer,
Texas Tech University System
Treasurer,
Texas Tech Foundation, Inc.: _____ Date: _____

President of the University or Health
Sciences Center
(if appraisal exceeds \$25,000): _____ Date: _____

Board of Regents
(if appraisal exceeds \$250,000): _____ Date: _____

To be completed by Office of Institutional Advancement:

Gift is for: TTU HSC Texas Tech Foundation