

ALUMNI AND UNIVERSITY DEVELOPMENT
Gift-In-Kind Transmittal Form

All non cash gifts (Gifts-In-Kind) to the State University of New York at Oswego must be properly recorded with the Division of Alumni and University Development to ensure accurate financial reporting and proper donor acknowledgments (including forms required by the IRS). Please complete this form for each Gift-In-Kind obtained. Approval from appropriate individuals is required prior to acceptance by the College.

Name(s) of Donors: _____

Address: _____

Telephone: Business: _____ Home: _____

Description of Non Cash Property: _____

Condition of Item(s): _____

Date Received: _____

(the date of the gift is the date of physical delivery)

(in case of stock or securities, the date of the gift is the date of mailing)

If Donor Received Anything of Value in Return for His/Her Contribution, Describe Item(s):

FOR INTERNAL USE ONLY

Estimated Fair Market Value of Items Received in Return for Contribution:

Person who Solicited/Obtained the Gift: _____

Final Destination of the Gift: _____

Received By: _____

(Name and Department)

This gift has been approved for receipt by:

Department Chair _____ Date _____

Director of Development _____ Date _____

Please attach all backup documentation, including donor correspondence and forward original transmittal form to Alumni and University Development, Sheldon Hall, State University of New York, Oswego, New York, 13126. Telephone 315-312-3003 Fax 315-312-6389

NOTE: THIS FORM IS FOR INTERNAL USE ONLY AND SHOULD NEVER BE GIVEN TO DONOR.