

# Gift-in-Kind Entry Form

Gifts-in-kind are generally defined as non-cash donations of materials or long-lived assets other than real and personal property. By filling out this form, you request the Foundation determine if this gift should be considered in the campaign counting financials and provide the donor with a tax acknowledgment. Clemson University Foundation has no authority over whether the college or department wants to accept a non-cash donation. The Dean, Department Head, or Clemson University's Chief Financial Officer should determine the donation acceptance.

## DONOR DETAILS

Donor Name (individual or company): \_\_\_\_\_ Cadence Lookup ID: \_\_\_\_\_

Donor Contact Information:

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

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

## GIFT DETAILS

Department and College Receiving Donation: \_\_\_\_\_

Contact within Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Value of Gift: \$ \_\_\_\_\_

Date Gift Received by University: \_\_\_\_\_ Cadence Fund ID: \_\_\_\_\_

Description of Gift (be specific): \_\_\_\_\_

Is any component of this GIK software?  YES  NO If yes, description is required: \_\_\_\_\_

Indicate any business transactions related to the gift: \_\_\_\_\_

Did the donor receive benefits for the gift?  YES  NO

How does this gift support the mission of the University:

1. launching lives of significance  2. unlocking human potential  3. igniting change through ingenuity

*Please initial next to each statement indicating you understand and agree to the terms.*

Send original with supporting documentation to Clemson University Foundation,  
[jmill57@clemson.edu](mailto:jmill57@clemson.edu)

Send a copy to Accounting Services- Fixed assets ([Imcalis@clemson.edu](mailto:Imcalis@clemson.edu)) if the equipment is valued at \$5,000 or more

Retain one copy in the Department

I confirm that all University-required protocols have been followed including but not limited to, notification and inclusion for departmental asset tracking, insurance coverage, CCIT compliance etc.

Supporting documentation provided

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By signing below, you are verifying that the gift is appropriate to the program, the gift amount was provided by a qualified appraisal, or that the gift amount is accurately representative of the value to Clemson University, and the gift supports the mission of Clemson University.

\_\_\_\_\_  
Department Head or Director Name

\_\_\_\_\_  
Department Head or Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Vice President Name

\_\_\_\_\_  
Dean or Vice President Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Director of Gift Management Name

\_\_\_\_\_  
Director of Gift Management Signature

\_\_\_\_\_  
Date