MEMORANDUM

McMaster University
GIFT-IN-KIND NOTIFICATION

TO: Development Office

GIFT-IN-KIND DONATION OF:

___________________________________________

general description

value of gift (independent appraisal or if Cultural Property then Cultural Property Valuation)

BY: Donor Name [ ] McMaster Graduate

Address
City, Province PC

[ ] This gift is being processed through Cultural Property

Please issue receipt by:
[ ] McMaster University or
[ ] the McMaster University Foundation

USED GOODS
[ ] copy of letter from donor stating his or her intent to donate (if cultural property then letter should state donor's acceptance of cultural property valuation);
[ ] copy of gift-in-kind acceptance form;
[ ] proof of receipt of goods;
[ ] one independent appraisal OR if less than $1,000 then an appraisal from a qualified University staff member OR if Cultural Property then the Cultural Property Valuation;
[ ] three copies of the Deed of Gift signed by the donor.

NEW GOODS
[ ] invoice from the company donating the goods indicating that invoice is not to be paid;
[ ] copy of gift-in-kind acceptance form;
[ ] proof of receipt of goods;
[ ] an itemized purchase order from the area receiving the goods.

This is to confirm that the attached documentation is complete.

Accepting department or office: ______________________________________________

Name: ____________________________ Ext. ________________.

Signature: ____________________________ Date: ________________.

*Appendix A must be signed by the Chair or most senior officer within the accepting department.
NOTE: The Official Receipt, Deed of Gift and acknowledgement letter will be forwarded to the donor by the Development Office.