

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.*