

INTERNAL APPROVAL FOR GIFTS OTHER THAN MONEY TO THE UNIVERSITY OF LOUISIANA AT LAFAYETTE

Prior to acceptance, all proposed donations must receive University approval. This approval normally consists of completing sections I and II of this form and returning it to the Office of Development. Prior to any indication of acceptance of donated property, faculty or staff members involved in any donations to the University should first contact the Office of Development to discuss University acceptance of the property/item(s) to be donated. *Note:* Gifts of real estate require additional documentation. Contact the UL Office of Development at 482-0922 (telephone), 482-0932 (fax), or gift@louisiana.edu (e-mail).

Section I: General Information *(To be completed by faculty or staff member)*

Faculty or Staff Member in Contact with Donor: _____ Department: _____ Telephone: _____

Complete Description of Item(s) to be Donated (attach sheets as needed): _____

It would be the intent of this department to: inventory and utilize sell/liquidate this gift.

Note: Equipment donations require additional information. Please complete questions in shaded area should the donation involve equipment.

Proposed Equipment Location and Use: _____

Immediate University Expenditure(s) Required to Accept Gift (example: transportation, repairs, set-up, maintenance, additional items needed, etc.): _____

Recurring University Expenditure(s) Required to Maintain Gift (example: maintenance contracts, support personnel, etc.): _____

Source of Funding for Required University Expenditure(s): _____

Valuation of gifts is the privilege and responsibility of the donor. The property is established **BY THE DONOR** to have a value of \$_____. (The University gives no surety regarding value or tax deductibility of donated item(s). Donor should consult personal financial or tax advisor).

Name and Address of Donor: _____ Telephone: _____

Contact Name (If Corporate Gift): _____

Section II: Department and Other Administrative Approvals *(To be completed by faculty or staff member)* Please note: No gift will be deemed officially accepted by the University until this form and the Act of Donation form are signed by the President.

Please check one box:

- I fully concur in University acceptance of the above described gift. It is of significant educational value and the cost/benefit ratio is reasonable.
- It is the collective opinion of this department that the proposed gift is of limited value but should be accepted to promote donor relations.
- This gift is of no value to this department and should be discouraged/refused.

FACULTY OR STAFF MEMBER _____	DATE _____	VICE PRESIDENT _____	DATE _____
DEPARTMENT HEAD/CHAIRPERSON _____	DATE _____	CHIEF INFORMATION OFFICER _____	DATE _____
DEAN, COLLEGE OF _____	DATE _____	DIRECTOR OF DEVELOPMENT _____	DATE _____

Section III: Other Administrative Actions *(To be completed by Advancement Services & Property Control)*

Donation to be recorded in the name of: the University, the UL Alumni Association, or the UL Foundation.

Act of Donation Form and Title Transfer Forms (if required) Prepared and Presented to Donor _____ DATE _____ INITIALS _____

All Required Forms Executed by Donor _____ DATE _____ INITIALS _____

Donated Item(s) in Possession of Donee _____ DATE _____ INITIALS _____

Letter of Acknowledgement with Copies of Fully Executed Form(s) Sent to Donor _____ DATE _____ INITIALS _____

Copies of Executed Documents Sent to Appropriate Department(s), Public Relations Office, Development Office, University President, UL Alumni Association and/or UL Foundation _____ DATE _____ INITIALS _____

Inventory of Property Complete _____ DATE _____ INV. NUMBER _____