

## GIFT ACCEPTANCE FORM

In-kind and unique gifts to the Norfolk State University Foundation must be reported to the Office of University Advancement using this form. Documentation from the donor or an independent appraiser valuing the gift is required and should be attached to this form.

### 1. DONOR INFORMATION:

Name/Company: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

### 2. RELATIONSHIP TO UNIVERSITY:

ALUMNUS    FACULTY/STAFF    FOUNDATION    CORPORATION    PARENT    FRIEND

### 3. GIFT INFORMATION:

Describe the gift indicating the quantity, model number, manufacturer, etc., and whether it needs space, additional support, material and/or service to operate. (Attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. GIFT VALUE:

Estimated value: \$\_\_\_\_\_

Written documentation from the donor establishing the value of the gift must be attached. All gifts valued extra than \$5,000 must include an independent appraisal.

### 5. VALUATION METHOD (Check one):

- Independent appraisal  
 Itemized inventory list  
 Vendor/Donor documentation (Invoice/Letter)  
 Published Value (Catalog, etc.)  
 Value not provided by donor; value determined by qualified expert on the faculty.

\$\_\_\_\_\_ (Not to exceed \$5,000- Donation recorded at \$1.00)



**VICE PRESIDENT for  
UNIVERSITY ADVANCEMENT**  
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**6. DESIGNATED FOR (Check one):**

School/College: \_\_\_\_\_

Department: \_\_\_\_\_

Other: \_\_\_\_\_

**7. GIFT RECEIVED BY:** \_\_\_\_\_

Name

Department

Extension

\_\_\_\_\_  
Date gift received

**8. APPROVED BY:** \_\_\_\_\_

Department Chair

Date approved

\_\_\_\_\_  
School/College Dean

Date approved

Send completed form and accompanying documentation to:

**Norfolk State University  
Office of University Advancement  
700 Park Avenue, Suite 410  
Norfolk, VA 23504**

.....  
**ACCEPTANCE**

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for University Advancement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director for NSU Foundation, Inc.

\_\_\_\_\_  
Date