

Direct Gift Acceptance Form

Please complete and route for signatures. This form must be completed before the University can officially accept a proposed gift. All donor correspondence regarding this gift must be attached. The donor should include any available specifications and/or documentation for any donated item. Gifts over \$5000 require a formal third-party appraisal and the donor must submit a completed IRS form 8283 for signature. The originating department is responsible for any costs associated with transport, installation and/or disposing of items.

Date of form: _____ Gift Received? No Yes Date received: _____
 Form completed by: _____
 Phone: _____ Email: _____

Contact Information

Northern Contact Person(s) : _____
 Donor Name(s) : _____
 Address: _____
 City State Zip: _____
 Phone: _____ Email: _____
 Contact Name : _____

Gift Information

Description of Gift or Grant: _____
 Benefit to University and how gift will be used: _____
 Value of Gift: \$ _____
 Source of Valuation: Internal Donor Appraiser
 Condition of Gift: New Good Poor Unknown Not Applicable
 Please explain any special storage requirements, hazardous concerns, delivery concerns, donor restrictions, or benefits provided to the donor in exchange for this gift:

Special Instructions: Gift Acknowledged Gift is Confidential Photo Requested
 Publicity Requested Tax Receipt Requested

Comments: _____

I approve acceptance of this gift by the Northern Alumni Foundation on behalf of MSU-Northern,

Dean Signature: _____ Date: _____

Completed form, along with supporting documentation, should be sent to the Northern Alumni Foundation at PO Box 1691, Havre, MT 59501 or emailed to alumni@msun.edu for processing.

Gift(s) should not be formally acknowledged until finalized by the Foundation.

For questions or assistance, contact Jim Bennett at 406.265.3711 or james.bennett10@msun.edu.