



## GIFT-IN-KIND ACCEPTANCE FORM CHECKLIST

- Please be certain that all sections of the form are complete and that the appropriate names and signatures are in place.
- Attach all documentation supporting the acceptance of this gift.
- In the “Gift Information” section, please include sufficient information to identify the nature of the gift. For example, if it is a piece of equipment, it might include manufacturer, model number, color, etc.
- Office of Export and Secure Research Compliance (OESRC) review and approval
- Environmental Health & Safety review and approval
- Provide the valuation method of the gift (published value, copy of original invoice, appraisal, etc.) to prove value other than the donor’s statement as to value.
- A letter from the department head or Dean to VTF (i) acknowledging they have reviewed and will comply with the provisions in the Donation Agreement to the extent legally permissible, (ii) a statement that there are no hazardous materials associated with this equipment, (iii) a statement all personnel who use this equipment will be properly trained and it will be used in accordance with manufacturer’s instructions, (iv) what the intended use of the gift, and (v) how long they expect to use the equipment or donation.

In the supporting documentation, please include sufficient information about the gift to make it clear why the University, Foundation, Club/Student Organization was selected as the donee. If you have any questions regarding the appropriate donee for a particular gift, please contact the VTF Fixed Assets Office at 540-231-2861.