



## GIFT-IN-KIND TRANSMITTAL FORM

All non-cash gifts (**Gifts-in-Kind**) to Union College must be properly recorded through the Advancement Office to ensure accurate financial reporting and proper donor acknowledgement (**including forms required by the IRS**) .

Name(s) of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

Description of Item(s): \_\_\_\_\_

Date Received: \_\_\_\_\_

Estimated Value of Item: \_\_\_\_\_

Name of Account (**Donation Applied**) : \_\_\_\_\_

Account Number: \_\_\_\_\_

Person who solicited/obtained the gift: \_\_\_\_\_

**THIS FORM WAS SUBMITTED BY:** Name\_\_\_\_\_

Address\_\_\_\_\_

PhoneNumber\_\_\_\_\_

Please attach all backup documentation, including donor correspondence and forward original transmittal to Director of Advancement Services, Advancement Office, CPO 4 and retain a copy for your records.