



**Office of Development**  
**Donation Form for Non-Cash Gifts**

<p><b>INSTRUCTIONS:</b> <i>This form must be completed and approved prior to accepting a non-cash gift. Please complete Part I, and only the sections that apply. Forms may be sent to the Office of Development at de Seversky Center, 2<sup>nd</sup> Floor, Old Westbury.</i></p>	
<b>PART I – REQUIRED</b>	
Name/Address of donor:	
E-mail Address:	
Describe property/service: <i>(include model and serial numbers)</i>	
Identification/Social Security Number:	
Expected delivery date / location:	
Estimated Fair Market Value:	
Restrictions, if any:	
Potential usage to college:	
General Ledger Account: <i>(if applicable)</i>	
<b>PART II - TANGIBLE GIFTS ONLY</b>	
Statement of condition:	
Estimated cost of delivery and/or installation:	
Other costs associated with receipt of goods:	
Any liability associated with gift, i.e. lien	
Expected maintenance costs:	
<b>PART III – SERVICES ONLY</b>	
Nature of services rendered:	

PART IV – PUBLICLY TRADED SECURITIES ONLY	
Type of Securities: <i>(include name and number of shares)</i>	
Name and Address of Donor’s Broker: <i>(if applicable)</i>	
Stock Power Received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
PART V - GIFT MATCHING INFORMATION (SECURITIES ONLY)	
Matching Gift:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Company Name:	
Company Address:	
Company Telephone Number:	
PART VI - RECOMMENDATION FOR ACCEPTANCE	
Departmental Head	_____
	<i>Signature</i> _____ <i>Date</i> _____
Dean / Administrator	_____
	<i>Signature</i> _____ <i>Date</i> _____
PART VII - ACCEPTANCE FOR APPROVAL	
Vice President of Development	_____
	<i>Signature</i> _____ <i>Date</i> _____
President <i>(Gifts greater than \$25,000)</i>	_____
	<i>Signature</i> _____ <i>Date</i> _____