MICHIGAN STATE UNIVERSITY
Consignment/Non-Cash Gift Form

Please check one: □ Gift (Complete Section I Only) or □ Loan (Complete Section I and II)

Refer to Sections 224 and 315 in the Business Manual

SECTION I

Department________________________________________  Org Code__________ Dept. Contact (full name)__________________

Allocation Code________________ Allocation Name__________________________________________________________

Donor________________________________________ Donor ID_________________ Company Contact__________________________

Address____________________________________________________________________________________________________

Date Received on Campus (Gift Date)____________ Were goods or services provided by MSU in exchange for the gift? □ Yes □ No

If yes describe: _____________________________________________________________________________________________

Description: (if equipment include model and serial number) ________________________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

Purpose or use______________________________________________________________________________________________

Estimated value _________________________ If gift, supporting documentation or independent appraisal must be attached.

Date ______________________ Approved ___________________________ DEPARTMENT CHAIRPERSON

Date ______________________ Approved ___________________________ DEAN (OR DESIGNATED REPRESENTATIVE)

SECTION II  Complete for Loans Only

Period of Loan: From_________________ To_________________

What is Department responsibility in case of damage, loss, fire, or theft? ________________________________________________

___________________________________________________________________________________________________________

Is Department responsible for repairs due to wear, etc? ______________________________________________________________

___________________________________________________________________________________________________________

• When the loaned item is returned to the company, notify Inventory in writing.

• If the loaned item is purchased by MSU inform Inventory of purchase order number.

• If the loan becomes a gift to MSU complete a new Consignment/Non-Cash Gift Form.

Routing:

University Advancement
Contracts and Grants
Inventory
Department

FOR OFFICE USE ONLY

Processed by University Advancement
Accepted by Board of Trustees
Inventory Sheet Number

MSU is an affirmative-action, equal-opportunity employer
(Ver. 09/11)
Instructions for Consignment/Non-Cash Gift Form

Select either “Gift” or “Loan” on the Non-Cash Gift Consignment form.

1. **If this is a GIFT** fill out Section I completely. All items are required to process the gift. **If this is a LOAN**, complete Sections I & II. Again, all items are required.

   If this is an event/reception hosting gift, please see the following page for a checklist of additional items needed.

2. Attach a completed Gift In Kind Valuation and Intent Form or a statement/letter/invoice from the donor to support the gift donated. The following information is required:
   a) Intent to donate (donor signature is required)*
   b) Value of gift (**Cannot be determined by the University staff, this is the donor’s responsibility**)
   c) Date received on campus
   d) Description of gift (include model and serial number if applicable)
   e) For gifts over $5,000, if donor provides completed Form 8283, it must include a current certification completed by a third-party appraiser. MSU will complete Part IV of Form 8283 only if requested by the donor. Form 8283 is not required to process gift, unless requested by the donor.

   *Email from donor that demonstrates all required information in section 2 is now being accepted as an equivalent intent form. Copies of email must be submitted with Consignment/Non-Cash Gift Form.

   **WITHOUT THE ABOVE DOCUMENTATION THE GIFT WILL NOT BE PROCESSED!**

3. Forward completed forms and attachments to University Advancement, 535 Chestnut Road, Rm 300, Attn: Carolyn Fountain. If you have any questions, please call 884-1028 and ask for Carolyn Fountain or email founta52@msu.edu.

   **If this is a LOAN**, fill out Sections I & II and forward the form/all pertinent documentation to University Advancement.

**Event/Reception Hosting Checklist**

Below is a list of additional information that is **required** when a donor’s contribution is for an event or reception held on behalf of MSU

1. List of attendees (In addition to the consignment gift form)
2. Description: Dinner Services
3. Location of event/reception (include in “Description”)
4. Purpose of event/reception (include in “Purpose or Use”)
5. Date of event/reception (“Date Received on Campus”)
6. Value of gift, substantiated by copies of receipts

**NOTE:**
The IRS does not recognize the value of time or service as a qualified charitable deduction. A donor may, however, deduct unreimbursed out-of-pocket expenses.