

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 _____

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.