



**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON
GIFT-IN-KIND DONATION FORM**

This form will be used to document an in-kind donation that is being made to benefit the UT Health Science Center, which will serve as its custodian. This form should be forwarded to the Office of Institutional Advancement (OIA) as soon as the donation is received by the University of Texas Health Science Center at Houston in order to ensure a timely and proper receipt is sent to the donor.

If the department wishes to write its own thank you note or letter, please note that *the estimated dollar value of the gift should not be included.*

TO: Ralph Kimbrell, Office of Institutional Advancement, UCT 1200

DATE:

FROM:

PHONE:

TITLE:

DEPARTMENT:

FACULTY/GIFT FACILITATOR'S NAME:

DESCRIPTION OF GIFT: (detailed description, including purpose; as appropriate, include make, model, age of item, size, condition, used vs. new, etc.)

ESTIMATED VALUE:

Value determined by (circle all that apply): (a) Donor statement of value (attach if in written format) (b) Appraisal attached (c) Receipt attached (d) Other documentation (please attach)

Date gift received: _____

DONOR INFORMATION:

COMPANY/ORGANIZATION NAME:

NAME/TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE (DAYTIME):

COMMENTS:

If sent from outside the university, please return form to:

The University of Texas Health Science Center at Houston

Office of Institutional Advancement

7000 Fannin, Suite 1200

Houston, TX. 77030

Telephone: (713) 500-3224