

For Internal Use Only:
(To be completed by the Office of
Institutional Advancement)

Texas Tech University Health Sciences Center
Texas Tech University Foundation, Inc.
Gift-in-Kind Information Form

Entity to Receive Gift

HSC TTFI

INSTRUCTIONS:

This form is to be completed by Texas Tech University Health Sciences Center personnel who work with a prospective donor to secure a gift-in-kind (Gifts other than cash and securities). The gift must be officially accepted on behalf of an entity within the Texas Tech University Health Sciences Center or the Texas Tech Foundation, Inc., before a gift receipt can be issued for the gift. This form should be completed through Item 8 and forwarded to the Office of Institutional Advancement. To begin select the proposed receiving entity in the box above. If the property is to be sold, the receiving entity should be TTFI. If the property is not to be sold, the receiving entity should be HSC. If there are any objections to the acceptance of the gift then respond, in writing, and forward the response and form to the contact person listed on page 2 under section 7.

State: _____ Zip Code: _____ Phone: _____

4. GIFT RESTRICTION: Please check one

- There are no restrictions, the property is completely unrestricted and undesignated.
- There are restrictions on the gift that impose an obligation/limitation upon purpose/use of it by TTUS. The conditions are as follows:

If the gift is art, please check the entity to which it is being given:

- TTUS Public Art Collection
- Southwest Collection
- Museum of Texas Tech
- National Ranching Heritage Center
- International Cultural Center
- Other: _____

5. BENEFIT TO THE DEPARTMENT AND/OR PROGRAM: Usually completed by the administrative head of the department which will receive the gift.

6. EXPENSES CONNECTED TO GIFT:

Out-of-Pocket:
(Transportation, set-ups, taxes, insurance, maintenance, utilities, association dues, major repairs, etc.) _____

Source of Funds: _____

Contingent Costs:
(e.g., liens, mortgages, easements, etc.) _____

Source of Funds: _____

Evidence of Ownership:
(Attach copy of title, if applicable) _____

7. TEXAS TECH CONTACT:

Name: _____ Title: _____

Department/Unit: _____ Campus: _____

Address/MS: _____

Phone: _____ E-mail: _____

8. APPROVALS for HSC and/or TTFI: This form (together with any attachments) is to be routed through the following officer(s) in the order indicated below.

Department Chair of Administrative Head : _____ **Date:** _____

Development Officer: _____ **Date:** _____

Dean/Director: _____ **Date:** _____

Vice Chancellor for Institutional Adv.,
Texas Tech University Health Sciences Center: _____ **Date:** _____

Museum Executive Director if gift is art: _____ **Date:** _____

Manager, Public Art Collection if gift is art: _____ **Date:** _____

Associate Vice President for Physical Plant and Support Services, if the gift involves chemicals or equipment requiring installation, service connections, and/or environmental temperature conditions: _____ **Date:** _____

Associate Vice President/Chief Officer for Information Technology, if gift is a computing gift: _____ **Date:** _____

Vehicle Fleet Manager if gift is a motor vehicle: _____ **Date:** _____

Director of the Library, Texas Tech University Health Sciences Center: _____ **Date:** _____

Executive Vice President for Finance and Administration, Texas Tech University Health Sciences Center: _____ **Date:** _____

President, Texas Tech University Health Sciences Center if the Library gift exceeds \$50,000: _____ **Date:** _____

Board of Regents
Unrestricted, if appraisal exceeds \$1,000,000
Restricted, if appraisal exceeds \$250,000
Real Property, if appraisal exceeds \$250,000 _____ **Date:** _____

Texas Tech University Foundation Board of Directors, if TTFI is receiving entity of Real/Personal Property with the appraisal exceeding \$250,000: _____ **Date:** _____