

**NEW MEXICO STATE UNIVERSITY
GIFT-IN-KIND TRANSMITTAL FORM**

All non-cash gifts (gifts-in-kind) to New Mexico State University must be properly recorded through the Advancement office to ensure accurate financial reporting and appropriate donor recognition (including forms required by the IRS).

Department receiving the gift _____

Name(s) of donor(s) _____

ID (s) of donor(s), if known _____

Address of donor(s) _____

Phone _____ Fax _____ Email (if known) _____

Description of item(s) _____

Date received _____

Value of item(s) as assigned by donor _____

Did donor(s) receive anything of value in return for the contribution? _____

If they did, describe what they received and its value _____

Person who solicited the gift _____

Title _____ Phone _____

Signature _____ Date _____

Please attach all backup documentation, including donor correspondence. Please forward original to Gift and Foundation Accounting, MSC 3590. Please retain a copy for your records.

G:\FORMS\GIK Form.doc

CC: Property (date sent to Property) _____