



# Samford University

## Gift In Kind Acceptance Form

Thank you for considering a gift in kind to Samford University. We are grateful for your generosity and commitment to supporting our mission. To help us ensure your gift aligns with university priorities and can be properly utilized, please complete the form below.

All signatures must be obtained prior to the gift being accepted/delivered.

### DONOR INFORMATION

Name (individual or business): \_\_\_\_\_

If business, contact name and title: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Samford University reserves the right to sell any gift in kind and cannot guarantee storage, display or long-term retention of tangible items. All gifts are accepted with the understanding that the university maintains full control over their use and administration.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GIFT DETAILS

Description of gift (quantity, serial numbers, brands, models, etc.):

Please list any anticipated costs associated with moving, delivery, maintenance or future expenses:

Estimated value (if known): \$ \_\_\_\_\_

Please attach supporting documentation if available.

**Please complete this form and return to:**

University Advancement, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229 or [advancement@samford.edu](mailto:advancement@samford.edu)

## OFFICE USE ONLY

(To be filled out by Samford University)

Will the donor receive any goods or services in return for this gift?  Yes  No

If yes, please describe: \_\_\_\_\_

Estimated value of goods or services: \$ \_\_\_\_\_

If the gift includes tangible property, where will it be located (department, building, room)? \_\_\_\_\_

How will the gift be utilized? \_\_\_\_\_

Samford employee responsible for taking possession of item:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dean / Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GIFT ACCEPTANCE APPROVAL

(Signatures must be obtained prior to accepting the gift.)

Vice President for Advancement & Marketing: \_\_\_\_\_ Date: \_\_\_\_\_

If Real Estate:

Vice President for Finance  
and Business Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for your support of Samford University!***

If you have any questions, please contact  
University Advancement at 205-726-2331 or [advancement@samford.edu](mailto:advancement@samford.edu)