LOUISIANA STATE UNIVERSITY

NOTICE OF NON-CASH/IN-KIND GIFT TO LSU AS523

Instructions

- This form should be completed by LSU personnel only and should be submitted for non-monetary gifts received from individuals and entities external to the University. This includes equipment, tools, software, paintings, and furniture as well as any other item that could be deemed to have a value to the recipient.

Donor Information

**NOTICE: Acknowledgment letter will be addressed exactly how it is written. Please ensure it is completed correctly and completely.*

Donor (*Include title*)	☐Mr. ☐Mrs. ☐Dr. ☐Ms. ☐Other		
Address			
City, State, Zip			

Program Number				Cost Center ID	
Cost Center Contact		E-mail		Phone	

Donation Details

Date Gift Received _____

Description of Gift _____

Intended Use _____

Please check one:

☐ I certify that nothing of value was provided to the Donor in return for this contribution.

☐ Something of value was provided to Donor. The dollar value and a brief description must be denoted below.

_____

_____

_____

Fair Market Value (FMV) _____

*Select one & supporting documentation must be attached.

☐ Appraisal (required if greater than $5,000 per IRS)
☐ Itemized inventory list
☐ Vendor/Organization invoice
☐ Published market comparable (internet, catalog, etc.)
☐ Value determined by faculty/staff expert

Other Questions:

Does donation include an Intellectual Property indemnity clause? ☐Yes ☐No
Does donation include software licensing agreement? ☐Yes ☐No
Is Donor seeking charitable deduction? ☐Yes ☐No ☐Not Sure
Is Donor seeking IRS Form 8283? ☐Yes ☐No ☐Not Sure

Approvals

_____	_____	_____
Preparer/Receiver	Print Name	Date
_____	_____	_____
Department Head	Print Name	Date

Sponsored Program Accounting (for internal use only)

Date approved by University _____

Date submitted to Property Management _____

Processed By _____ Date _____

Submit completed form to: ***Division of Finance • Office of Accounting Services • Sponsored Program Accounting 240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • spa@lsu.edu***