



# GIFTS & RECORDS

## Gift-in-Kind Transmittal Form

**DELIVER TO:**  
GIFTS & RECORDS  
317 S. COLLEGE ST.  
AUBURN, AL 36849  
EMAIL: RHB0010@AUBURN.EDU  
PHONE: 334.844.1127

### DONOR INFORMATION

**Primary Donor ID:** \_\_\_\_\_ **Donor:** \_\_\_\_\_  
(Legal Donor) (Include prefix & suffix) (Nickname) (Class Year)

**Street:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Donor Type:** \_\_\_\_\_ Individual \_\_\_\_\_ Joint w/Spouse \_\_\_\_\_ Corporation/Foundation \_\_\_\_\_ Other Organization

#### Associated Donors:

**Advance ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
(Class Year)

**Advance ID:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
(Class Year)

### GIFT INFORMATION

Allocation	Allocation Name	Banner Fund & Org #		Total Amount
Description of Gift (printed on IRS gift receipt)				*Item Value
1.				
2.				
3.				
4.				
5.				

*\*Amount is not printed on receipt*

*If there are any gift restrictions, please attach a donor statement describing any stipulations or limitations.*

Please select the method of valuation if over \$5,000:

Was the donor asked for a copy of an appraisal? Yes or No

Anonymous:

**Development Officer:** \_\_\_\_\_ **Advance ID:** \_\_\_\_\_

### DOCUMENTATION

Please check all that apply and attach all supporting documentation with the Gift-in-Kind Transmittal Form.

Request for Approval to Solicit or Accept Item/Property (Step 1)

Deed of Gift (Step 2)

Valuation documentation if over \$5,000

**PREPARED BY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_