Checklist for Gifts-in-Kind

Check off each item to ensure all required information is included on attached gift documentation; if any item or information is not available/included, please obtain for proper gift reporting

- Name and address of donor
- Date item was received by RIT
- Gift amount
- Value was determined via: And by whom? (Donor, RIT Staff, Appraiser, Expert, etc)
  - Appraisal
  - Fair Market Value (how determined) (i.e. per donor)
  - Educational Discount Value
  - Retail or Wholesale amount
  - Internet price of like item
- The item is: New Used
- College / Dept receiving the gift: Department Name ____________________ Number ______________
- Gift has actual value and use for RIT
- Description of the gift in kind (in layman’s terms):
  _______________________________________________________________________________
- If the gift is over $5,000, an appraisal and/or supporting documentation is attached
- All associated costs from accepting this gift have been obtained, documented and verified by the college or department personnel with appropriate knowledge - if there are none, it is documented (costs such as: insurance, shipping, installation, room modification, etc.)
- Any stipulations/restrictions as to the gift’s use are clearly documented - if there are none, such is stated
- Name/title of RIT staff member who is knowledgeable about the gift:
  _______________________________________________________________________________

Controller’s Office Use:

- Approved - this gift is complete and may be recorded in the general ledger:
  DR Account: ____________________  
  CR Account: ____________________  
- Returned for the above information or as noted below:
- Notify Property Control if gift-in-kind is capital equipment: