

Texas Tech University Health Sciences Center  
El Paso  
Texas Tech University Foundation, Inc. Gift-  
in-Kind Information Form

**For Internal Use Only:**  
(To be completed by the Office of  
Institutional Advancement)  
**Entity to Receive Gift**

HSCEP       TTFI

**INSTRUCTIONS:**

This form is to be completed by Texas Tech University Health Sciences Center El Paso personnel who work with a prospective donor to secure a gift-in-kind (Gifts other than cash and securities). The gift must be officially accepted on behalf of an entity within the Texas Tech University Health Sciences Center El Paso or the Texas Tech Foundation, Inc., before a gift receipt can be issued for the gift. This form should be completed through Item 8 and forwarded to the Office of Institutional Advancement. To begin select the proposed receiving entity in the box above. If the property is to be sold, the receiving entity should be TTFI. If the property is not to be sold, the receiving entity should be HSCEP. If there are any objections to the acceptance of the gift then respond, in writing, and forward the response and form to the contact person listed on page 2 under section 7.

**1. PROSPECTIVE DONOR(S):**

Name: \_\_\_\_\_ Advance ID# (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person (if applicable): \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. PROPOSED GIFT:** Complete an accurate description of the proposed gift.

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Artwork                               | <input type="checkbox"/> Computing              | <input type="checkbox"/> Livestock          | <input type="checkbox"/> Real Property >\$50,000 |
| <input type="checkbox"/> Books, Printed Material, Publications | <input type="checkbox"/> Equipment              | <input type="checkbox"/> Mineral Interest   | <input type="checkbox"/> Services                |
| <input type="checkbox"/> Collections and Artifacts             | <input type="checkbox"/> Furniture and Fixtures | <input type="checkbox"/> Plants & Materials | <input type="checkbox"/> Vehicle(s)              |

Other: \_\_\_\_\_  
Description:

**3. APPRAISAL/FAIR MARKET VALUATION OF GIFT:** Attach actual appraisal or fair market valuation to this form. (Appraiser must be someone other than the donor with expertise in the appropriate area and cannot be an employee of TTUS a TTUS institution.)

Amount of Appraisal: \_\_\_\_\_  
Name of Appraiser: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**4. GIFT RESTRICTION:** Please check one

- There are no restrictions, the property is completely unrestricted and undesignated.
- There are restrictions on the gift that impose an obligation/limitation upon purpose/use of it by TTUS. The conditions are as follows:

If the gift is art, please check the entity to which it is being given:

- TTUS Public Art Collection
- Southwest Collection
- Museum of Texas Tech
- National Ranching Heritage Center
- International Cultural Center
- Other: \_\_\_\_\_

**5. BENEFIT TO THE DEPARTMENT AND/OR PROGRAM:** Usually completed by the administrative head of the department which will receive the gift.

**6. EXPENSES CONNECTED TO GIFT:**

Out-of-Pocket:  
(Transportation, set-ups, taxes, insurance, maintenance, utilities, association dues, major repairs, etc.) \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Contingent Costs:  
(e.g., liens, mortgages, easements, etc.) \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Evidence of Ownership:  
(Attach copy of title, if applicable) \_\_\_\_\_

**7. TEXAS TECH CONTACT:**

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

Department/Unit: \_\_\_\_\_ Campus: \_\_\_\_\_

Address/MS: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**8. APPROVALS for HSCEP and/or TTFI:** This form (together with any attachments) is to be routed through the following officer(s) in the order indicated below.

**Department Chair of Administrative Head :** \_\_\_\_\_ Date: \_\_\_\_\_

**Development Officer:** \_\_\_\_\_ Date: \_\_\_\_\_

**Dean/Director:** \_\_\_\_\_ Date: \_\_\_\_\_

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**Vice Chancellor for Institutional Adv.,**  
Texas Tech University Health Sciences Center  
El Paso: \_\_\_\_\_ Date: \_\_\_\_\_

**Museum Executive Director** if gift is art: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager, Public Art Collection** if gift is art: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Vice President for Physical Plant and Support Services,** if the gift involves chemicals or equipment requiring installation, service connections, and/or environmental temperature conditions: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Vice President/Chief Officer for Information Technology,** if gift is a computing gift: \_\_\_\_\_ Date: \_\_\_\_\_

**Vehicle Fleet Manager** if gift is a motor vehicle: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of the Library, Texas Tech University Health Sciences Center:** \_\_\_\_\_ Date: \_\_\_\_\_

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**Chief Financial Officer or designee for Finance and Administration,** Texas Tech University Health Sciences Center El Paso: \_\_\_\_\_ Date: \_\_\_\_\_

**President, Texas Tech University Health Sciences Center El Paso** if the Library gift exceeds \$50,000: \_\_\_\_\_ Date: \_\_\_\_\_

**Board of Regents**  
Unrestricted, if appraisal exceeds \$1,000,000  
Restricted, if appraisal exceeds \$250,000  
Real Property, if appraisal exceeds \$250,000: \_\_\_\_\_ Date: \_\_\_\_\_

**Texas Tech University Foundation Board of Directors,** if TTFI is receiving entity of Real/Personal Property with the appraisal exceeding \$250,000: \_\_\_\_\_ Date: \_\_\_\_\_