

Report of Non-Cash Gift(s) Form

Use this form to report to the UNM Foundation
any non-cash donation received by The University of New Mexico.

*If you are reporting 5 or more donations, please contact G&RP to before completing multiple forms.
Please make a copy for your records, and submit in person, via mail, or to giftproc@unmfund.org.*

Donor Information

Donor Name (Individual or Organization)

DonorAdvance ID

Spouse or Additional Donor Name:

Spouse or Additional Donor Advance ID

Contact (If Organization)

Phone Number

Address (select one)

Home

Business

Email

Please describe the asset received, its value and the source of the valuation

Refer to "Gifts to the University", UNM Business Policy 1030 for further information. If the value of any single item or intact collection is \$5,000 or more, valuation documentation (appraisal, invoice, market analysis, insured value, market/auction price, UNM inventory control valuation) must be attached.

Value of Donation: Description of Donation:

\$

Source of Valuation:

Appraisal

Invoice

Market analysis

Insured value

Market/auction price

UNM inventory control valuation

Attach copy of valuation documentation.

If any goods or services provided to the donor in exchange for this donation, please provide a description and value.

Gift Processing Information (please provide if known)

If this gift was received for a fund-raising event, please name or describe the event:

Allocation

Date Received

R

Is this gift: In memory / In honor of an individual?

Please provide the name and address of contact.

Next of Kin to be Notified of Donation, and address.

Approvals

Receiving Department/Unit

This form prepared by:

Phone

Email

Printed Name of Development Officer

Printed Name of Receiving Department/Unit Head

Signature:

Date:

Signature:

Date: