

**GIFT-IN-KIND INFORMATION SHEET**  
**Texas Tech University Health Sciences Center El Paso**  
**Or**  
**Texas Tech Foundation, Inc.**

<b>For Internal Use Only</b>	
(To be completed by Institutional Advancement)	
<b>Entity to Receive Gift:</b>	
<input type="checkbox"/> TTUHSC	<input type="checkbox"/> TTFI
<b>CASE Eligible:</b>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

**INSTRUCTIONS:**

Please complete all sections of pages 1-4. This internal form should be completed by Texas Tech University Health Sciences Center El Paso, Office of Institutional Advancement 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 ("TTUHSC El Paso"), or the Texas Tech Foundation, Inc. ("TTFI"), for the benefit of TTUHSC El Paso, before a gift receipt can be issued for the gift. This form should be completed through the signatures within TTUHSC El Paso and then forwarded to TTUS Institutional Advancement for TTUS/TTFI/BOR approval and signatures.

**Deed of Gift Required to Transfer Property**

Donors must also complete a Deed of Gift of Tangible Personal Property or General Warranty Deed (real property, including minerals) to show proper transfer of ownership of the gift to the identified entity. Please work with Assistant General Counsel for Institutional Advancement to prepare the required documentation.

**Other Requirements**

Please see Attachment "A" to this form for additional requirements for the acceptance of a gift-in-kind.

**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 TTUHSC El Paso. If there are any objections to the acceptance of the gift, the person reviewing this form must identify the objections, in writing, and forward the response and form to the contact person listed on page 2 under section 7.

**1. PROSPECTIVE DONOR.**

**Name:** \_\_\_\_\_ **Advance ID#** (if applicable): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Contact Person** (if applicable): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**2. PROPOSED GIFT.** Provide as accurate a description of the proposed gift as possible.

<input type="checkbox"/>	Artwork	<input type="checkbox"/>	Computing	<input type="checkbox"/>	Animal/Livestock	<input type="checkbox"/>	Real Property (≤\$50K)
<input type="checkbox"/>	Books/Printed Materials/Publications	<input type="checkbox"/>	Equipment	<input type="checkbox"/>	Plants & Material	<input type="checkbox"/>	Real Property (>\$50K)
<input type="checkbox"/>	Collections & Artifacts	<input type="checkbox"/>	Furniture & Fixtures	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>	Mineral Interests
<input type="checkbox"/>	Other:						

**Value:** \_\_\_\_\_  
**Detailed Description:**

---

3. **APPRAISAL/FAIR MARKET VALUATION OF THE GIFT.** Attach actual appraisal or fair market valuation to this form.

Name: \_\_\_\_\_ Advance ID# (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. **EVIDENCE OF OWNERSHIP.**

Please describe the evidence of the donor's OWNERSHIP OF the proposed gift below. Attach a copy of title or other proof of ownership documentation, if applicable.

\_\_\_\_\_

5. **GIFT DESIGNATION/PURPOSE.**

School or Unit: \_\_\_\_\_ Department: \_\_\_\_\_

If the gift is art of any kind, please indicate the entity to which it is being given:

  
  
  

Public Art Collection  
Museum of Texas Tech University  
International Cultural Center

  
  
  

Southwest Collection  
National Ranching Heritage Center  
Other: \_\_\_\_\_

6. **BENEFIT TO THE SCHOOL, DEPARTMENT, UNIT OR PROGRAM** (usually completed by the administrative head of the entity receiving the gift).

\_\_\_\_\_

7. **EXPENSES CONNECTED TO THE GIFT.**

**Out-of-Pocket Expenses Incurred by TTUHSC El Paso/TTFI** (includes costs for transportation, set-up/installation, insurance, maintenance, utilities, association dues, major repairs, etc.).

\_\_\_\_\_

Source of Funds (include FOP) \_\_\_\_\_

Contingent Costs (includes liens, mortgages, easements, etc.)

\_\_\_\_\_

**Source of Funds** (include FOP)

---

8. **TTUHSC El Paso OR TTFI CONTACT.**

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

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

Campus: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

9. **APPROVALS.** This form, along with any required attachments, must be routed through the following persons for signature in the order indicated below.

**Development Officer.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Department Chair or Administrative Head.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Dean/Director.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Associate Vice Chancellor Institutional Advancement.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Vice President/CFO Finance & Administration.** Signed: \_\_\_\_\_  
(if gift is motor vehicle) Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Associate Vice President Information Technology Chief Information Officer.** Signed: \_\_\_\_\_  
(if gift is computing) Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Vice President/COO Operations.** Signed: \_\_\_\_\_  
(if gift involves chemicals or equipment requiring installation, service connections and/or environmental temperature conditions). Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Vice Chancellor for Institutional Advancement, TTUS. Chief Executive Officer, Texas Tech Foundation, Inc.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Vice Chancellor & Chief Financial Officer, TTUS. Treasurer, Texas Tech Foundation, Inc.** Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Texas Tech University System Board of Regents Approval.**

(Personal Property exceeding \$250,000.00)

(Real Property, any value) Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Texas Tech Foundation, Inc. Board of Directors.**

(Personal Property exceeding \$50,000.00)

(Real Property, any value) Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT “A”**  
**INFORMATION TO ASSIST IN**  
**ACCEPTANCE OF “GIFTS-IN-KIND”**  
**GENERAL OUTLINE OF PROCESS & PROCEDURES**

**REAL PROPERTY** (includes gifts of land and/or mineral interests)

- **Acceptance requires pre-approval of**
  - Texas Tech University System Board of Regents; or
  - Texas Tech Foundation, Inc. Board of Directors
- **Restrictions**
  - no working interests
  - no liens or unpaid taxes
  - no real property valued at less than \$50,000 will be accepted
- **General Requirements**
  - **Will the property be sold?**
    - Sold** → Texas Tech Foundation, Inc. is proper donee
    - Not sold** → Institution is proper donee
  - **Donor must provide the following supporting documentation:**
    1. Title insurance policy OR title opinion by attorney
    2. Qualified appraisal of property value
      - Must be provided by someone other than the donor with expertise in the appropriate area
      - Cannot be the donor or party related to donor
      - Cannot be an employee or representative of the Texas Tech University System or the Texas Tech Foundation, Inc.
    3. Updated survey
    4. Environmental study\*
      - May be required if determined necessary by appropriate TTUS staff (i.e., FP&C or Operations)
  - Property **must** be conveyed via **general warranty deed**
- **Other Considerations**
  - What is the value of the real property to the beneficiary unit?
  - Insurance requirements for permanent or temporary ownership
  - Costs of maintenance
  - Volatility or stability of market for type of real estate to be sold

**PERSONAL PROPERTY**

- **General Requirements**
  - **Will the property be sold?**
    - Sold** → Texas Tech Foundation, Inc. is proper donee
    - Not sold** → Institution is proper donee
  - **Donor must provide the following supporting documentation:**
    1. Qualified appraisal
      - Must be provided by someone other than the donor with expertise in the appropriate area
        - Cannot be a party related to donor
        - Cannot be an employee or representative of the Texas Tech University System or Texas Tech Foundation, Inc.

- If the value is less than \$5,000.00, provide actual retail valuation document based on the marketable condition of the gift.
2. Property must be conveyed via Gift of Tangible Personal Property Deed or equivalent.
  3. **Gifts of livestock or other animals, including horses**, please provide proof of health and appropriate ownership papers required by the body with which the animal is registered (i.e., American Quarter Horse Association), showing proof of ownership and transfer.
  4. **Gifts of motor vehicles**, including trailers, require approval of the Vehicle Fleet Management Program and are subject to color requirements, alternative fuel program guidelines and vehicle use reporting. **ADDITIONAL DOCUMENTATION MUST BE COMPLETED, PER THE DEPARTMENT OF MOTOR VEHICLES:**
    - Copy of title and completed back page showing transfer of ownership
    - Completed Texas Title Application
    - Affidavit of Gift Transfer
  5. **Gifts Involving Chemicals and/or Equipment Producing or Containing Hazardous Materials** must have prior approval from and coordination with Environmental Health and Safety's chemical hygiene officer and hazardous waste specialist ("EHS"). EHS will provide guidelines for accepting the donation and an estimated cost of ultimate disposal.
  6. **Gifts of Equipment Requiring Installation, Utility Service Connections and/or Environmental Temperature Conditions** must be preapproved by Texas Tech University's Physical Plant.
    - The requesting party must submit a Customer Project Request outlining equipment specifications and requirement(s) for installation or maintenance to Building Maintenance and Construction for engineering and cost estimates. **THE DEPARTMENT ACCEPTING THE DONATION WILL BE RESPONSIBLE FOR COSTS ASSOCIATED WITH INSTALLATION AND DISPOSAL.**