

Equipment Asset Form – Acceptance of a Gift in Kind of Equipment to the University

Use this form to handle acceptance of ownership of equipment from a gift in kind from a donor outside of the University of Alberta. This form does not cover artwork, museum collections or library material. Supporting fair market value documentation may be necessary to attach to this form. Refer to the [Donation Acceptance Policy](#) and the associated Procedures.

Part A – Donor Information

Name / Address: _____

Details of gift in kind equipment asset(s) – attach additional page if required

Description (must be completed):	
Date this gift is legally transferred to the University:	
Fair Market Value (excluding taxes, transfer costs, installation, insurance, etc.):	\$
Please complete the rest of this section if requesting a fair market value assessment:	
Date of purchase	
Value at time of purchase	
Manufacturer/Model/Make	
Serial number	
Condition	
Additional information	

Part B – Unit Receiving Gift in Kind & Acceptance:

Unit Name: _____

Location on Campus for Equipment: _____

- Accept Gift-in-Kind
 Not Accept Gift-in-Kind

Comments (optional):

Signature

Printed - Name / Title (Dean or Chair)

Date

Part C –Other Information:

Supporting documentation attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy sent to Advancement Services:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment added to PeopleSoft Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Instructions:

1. If the donor requests a charitable tax receipt, contact Advancement Services.
2. Contact FPP – Equipment Services to arrange for a fair market evaluation of gift in kind equipment.
3. Contact FPP – Equipment Services if the value is over \$5000 or defined as a desirable equipment asset.