

**Humboldt State University  
In Kind Gift Proposal Form**

**Complete for gifts to HSU that are not cash or stock**

**Office of University Advancement  
(707) 826-5101**

*Directions: To be completed by HSU Staff/Faculty. Please forward to Office of University Advancement upon completion.*

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

Staff or Faculty requesting gift acceptance \_\_\_\_\_

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

Donors Name and Address: (If donor is a business, please include contact person's name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item(s) Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated value of gift \$ \_\_\_\_\_

(Please provide documentation to support value of gift)

Do you intend to liquidate this property within a two-year period? \_\_\_\_\_

Fund name and fund number where your cash gifts are deposited: \_\_\_\_\_

**FOR UNIVERSITY ADVANCEMENT USE ONLY  
REVIEW for ACCEPTANCE or REJECTION**

University Advancement

Accept  Reject

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

Rob Gunsalus, VP for University Advancement

Property: NO  YES  (copy to Asset Management SBS 317)

Upon acceptance, University Advancement will acknowledge  
The donor and provide written confirmation for tax purposes.