



## 602.1.1f – Equipment Donation - Gifts Form

Please fill out this form online and print for signature.

Department or Foundation:	_____
Address:	_____ _____
Donor's Full Name:	_____
Donor's Address:	_____ _____
If UNC Graduate, Degree and Class:	_____
Donor's ID#:	_____
Items Received: <small>(A separate form should be completed for each donated item)</small>	_____
Date Received:	_____
Expected Use of Gift:	_____
Approximate Value: <small>(If gift is worth over \$5,000 consult UNC Development Office)</small>	_____
Prepared By: _____	Date: _____

Return completed form to: Office of Development CB#6100  
 Send Copy to: Asset Management CB 1070 (if gift valued at \$5,000 or more)  
 For Gifts to Foundations also send a copy to: Accounting Services CB# 1210

FOR ASSET MANAGEMENT OFFICE USE ONLY					
UNC Decal # _____	Business Unit: _____	Fund: _____	Source: _____	Account: _____	
Dept. ID: _____	PC Business Unit: _____	Project ID: _____			
Cost Code 1: _____	Cost Code 2: _____	Cost Code 3: _____			
Ownership Code: _____	Condition Code: _____				
Status: _____	Building: _____	Room: _____	Location: _____		
Description: _____					
Manufacturer: _____					
Model: _____		Serial Number: _____			
Classification Code: _____	Life: _____	Year Acquired: _____			
Gift Date: _____	Vendor: _____				
Cost: _____					
Acquisition Code: _____	Text: _____				