

**AUBURN UNIVERSITY**  
**Property Services**  
**Gift & Donation Approval Application**

## ACCEPTANCE POLICY:

Acceptance of Gifts, Donations, or Consigned Merchandise to Auburn University shall be conditional upon completion of application and approval of the President or authorized representative. All registration and title papers must accompany all donations or gifts at time of acceptance. Donors must establish monetary value for their tax purposes by proof of purchase price, certified appraisal, or other legal instrument deemed acceptable by law. As the legal owner or authorized agents, having read the Acceptance Policy for Gifts, Donations and Consigned Merchandise of Auburn University, and in full understanding of and agreement, do hereby give, transfer and assign all ownership rights to the property as listed on this application.

DONATION TO:		DONATION FROM:	
(Department)		(Company/Organization Name)	
(Address)		(Address)	
(City)	(State) (Zip)	(City)	(State) (Zip)
(Accepted by)		Signature (Owner/Agent) (Phone)	
DESCRIPTION OF DONATION(S):		VALUE	PROPERTY CONTROL #
1.			
2.			
3.			
4.			
5.			
Department Head/Dean **		Date	
Auburn University Foundation		Date	
Director, Property Control		Date	
Vice President, Business and Finance		Date	
<b>** SEND FORM AND SUPPORTING DOCUMENTS TO ALUMNI &amp; DEVELOPMENT ACCOUNTING 317 SOUTH COLLEGE STREET AUBURN, AL 36849</b>			