



# NOTICE OF NON-CASH/IN-KIND GIFT TO LSU

AS523

## Instructions

- This form should be completed by LSU personnel only and should be submitted for non-monetary gifts received from outside the University. This includes equipment, tools, software, paintings, and furniture as well as any other item that could be deemed to have a value to the recipient. Also, the Act of Donation (AOD) must be completed by the donor for all non-cash/in-kind donations, unless the donor requires a donation agreement or submits IRS Form 8283.
- Complete and sign this form and submit it to the address noted. Please forward this form promptly upon receipt of gift along with supporting documentation. Completion of this form is required to document the gift for donor tax purposes and to record the gift on University property records.

## Donor/Department Information

Donor (Include Prefix: Mr., Mrs., Dr., etc.)					
Address					
City, State, Zip					
Program (Unrestricted Fund)				Cost Center ID	
Cost Center Contact			E-mail		Phone

## Donation Details

Date Gift Received \_\_\_\_\_ Fair Market Value (FMV)\* \_\_\_\_\_

Description of Gift \_\_\_\_\_

Intended Use \_\_\_\_\_

Please check one:

I certify that nothing of value was provided to the Contributor in return for this contribution.

Something of value was provided to Contributor. The dollar value and a brief description must be denoted below.

*\*Attach evidence of value – invoice, appraisal, price list, etc. If valued above \$5,000, an independent qualified appraisal is required. Absence of appropriate documentation will result in delay of recording or acceptance. For additional guidance, contact Sponsored Program Accounting (225) 578-5337.*

## Approvals

\_\_\_\_\_  
Preparer/Receiver

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Sponsored Program Accounting

Date approved by University \_\_\_\_\_

Date submitted to Property Management \_\_\_\_\_

Processed By \_\_\_\_\_ Date \_\_\_\_\_

**Finance and Administration • Office of Accounting Services • Sponsored Program Accounting**  
**240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • F 225-578-7217**