



Donation and Gift Acceptance Form

Any employee, student, alumnus, or other person accepting a donation or gift of cash, in-kind, securities, or estate gifts, etc. on behalf of the college or Foundation must complete this form, secure appropriate approvals and file the form with the Foundation.

Donor Detail

Donor type: Individual Organization or business

Is gift anonymous: Yes (skip to next section) No (please complete remaining details in this section)

Donor name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Donor Federal Tax ID # (if applicable): _____

This gift was given voluntarily and is made without expectation of receiving something of value in return. I verify that the value of the gift was authorized by me.

Donor signature: _____ Date: _____

Donation Detail

Program/Department: _____ Contact name: _____

Cash gift(s) or Contribution Amount \$ _____

In-Kind Gift(s) Estimated fair market value of the in-kind donated item(s) \$ _____

The following donation is being made to Minnesota State College Southeast or the Foundation to be used for instructional or programmatic purposes at MSC Southeast (donation description – if vehicle, please include make, model, year, VIN# and have title):

Date gift received: _____

An acknowledgement receipt will be generated using this information, the deductibility of the donation shall be determined between the donor and their independent tax advisor.

Authorization

Employee Name

President/VP/Dean Name

Foundation Director Name

Signature

Signature

Signature

Date

Date

Date

Please send or email completed form to the Foundation. Donor acknowledgment will be sent upon receipt of this form. Please call 507-453-2663 with any questions.

Acknowledgement sent: _____ (date) _____ (initials)

Recorded in database: _____ (date) _____ (initials)