

## Youngstown State University Gift in Kind Donor Submission Form

### **Gift in Kind Detail:**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Receiving Department</b>	<b>Business Purpose</b>	<b>Receipt Attached</b>

I confirm that the transactions submitted as a Gift in Kind to Youngstown State University totaling \_\_\_\_\_ as detailed above were made from personal funds and are not being reimbursed by the University or any other organization.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Donor Printed Name

### **Internal Use Only**

#### **Controllers Office:**

\_\_\_\_ Received and reviewed Donor Submission form and supporting documentation

\_\_\_\_ Obtained verification of receipt from YSU department receiving gift in kind

#### **YSUE:**

\_\_\_\_ Sent donor acknowledgement letter after confirmation of Controllers Office review