

### Property Acceptance and Transfer Form

To be used when receiving or transferring any gift-in-kind or purchased property plant or equipment.  
Please return this form to the Foundation Accounting Office, Building 10, Room 295.  
Please call 297-2891 with questions.

Date: \_\_\_\_\_

Foundation TAG number if assigned: \_\_\_\_\_

Description of item(s) accepted: \_\_\_\_\_

Current Location of property: \_\_\_\_\_  
*Include Campus, Building, Room number and Department*

Previous Location of property (if transferring): \_\_\_\_\_

**Signature of person acknowledging custodian of gift in kind and location:**

X \_\_\_\_\_

*The person signing this form will be the custodian of record of this property until released by the Foundation.  
Changes to the location of this item must be reported to the FAU Foundation office at 297-2891.*

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For new gifts – please complete both sections.**

Acceptance of any gift in kind must be approved by an authorized FAU Foundation employee before transfer is made.

Had approve to accept gift in kind been obtained?    Yes    No

Date of approval: \_\_\_\_\_

Authorized FAU Foundation official: \_\_\_\_\_

Donor's name and constituent number (if known): \_\_\_\_\_

Donor's address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Appraised Value: \_\_\_\_\_

Appraisal Date: \_\_\_\_\_