

Supplementary Reference: **628**
File Name: 628sab_051500
Last Revised: 05/15/2000

Suggested Format for Receipt of In Kind Gifts

1. Type Of Gift Received:

2. Name Of Donor: _____

3. Date Of Gift: _____

4. Fair Market Value of Gift: _____

5. Purpose Of Gift: _____

6. Authority for Receipt of Gift: _____

7. Donor Restrictions On Use of Gift (If Any): _____

8. Officer Accepting The Gift: _____

9. Action Office - Name And Address: (Please print or type)

Name: _____

Address: _____

10. Certification of Accepting Officer:

Pursuant to the gift acceptance and use authority delegated by the Administrator under section 103.x.xx of the ADS, I hereby accept the gift made by _____ . Based upon a review of the documents and other facts, acceptance of the gift will not result in, or create the appearance of, a conflict of interest.

Signature

Date