

MEMORANDUM

McMaster University
GIFT-IN-KIND ACCEPTANCE FORM

TO: Mary Williams, Vice-President, University Advancement

DATE:

The attached request for acceptance of a Gift-In-Kind from:

Insert donor name _____

Has been reviewed by the undersigned, and will be accepted by:

Insert accepting faculty or department name _____

This gift-in-kind will provide support to an agreed activity of the University, which is consistent with the University's strategic plan. To the best of my knowledge the donor has clear title to this property. Consideration of the implications of this gift has been given and it will not give rise to any of the below listed concerns.

- ✓ Request for additional space or renovations to accommodate this gift.
- ✓ Incur ongoing costs requiring additional operating funds.
- ✓ Cause any environmental concerns or risks. I **have** **have not** checked with the Director of Environmental Health and Safety.
- ✓ Create ethical or public relations embarrassment for the University.

Signature: _____

Name & Position: _____
(Director of Museum, University Librarian, Dean)

*NOTE to the person recommending acceptance:
Additional space or operating costs do not necessarily mean a gift cannot be accepted. Rather, it means that the benefits of acceptance and costs have to be set out in a proposal.*