

Youngstown State University Gift in Kind Donor Submission Form

Gift in Kind Detail:

Date	Vendor	Amount	Receiving Department	Business Purpose	Receipt Attached

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