**System Procedure**

**for Chapter 7 -General Finance Provisions**

**System Procedure 7.7.1 Gift and Grant Acceptance Reporting Form**

for Board Policy 7.7

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Gift and Grant Acceptance Reporting Form**

This form is required for a gift or grant to the college/ university. This form is not required for a gift or grant to the college/ university foundation.

Name of Recipient \_\_\_\_\_[Your Institution Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(College/ University name)

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Complete section 1 or section 2 below.

**Section 1. Individual Donor Information:**

Name and Address of Donor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2. Company Donor Information:**

Name and Address of Donor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(President's or CEO's name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company's name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company's address)

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Date Gift or Grant Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Restrictions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor's Estimated Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer each of the following questions:

1. Description of gift, grant, conditions, and purpose thereof:

 (Attached additional sheets if necessary)

 See attached

1. Are there any matching requirements? If yes, how will they be addressed?

 See attached.

1. Are there any ongoing base budget commitments? If yes, how will they be addressed?

 See attached

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

President of \_\_[insert your institution name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
do hereby determine that it is in the best interest of the college/ university to accept such gift or grant and hereby approve and direct such acceptance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

The Chancellor reported the above gift or grant to the Board of Trustees of the Minnesota State Colleges and Universities at its meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mail completed form to: Laura M. King, Vice Chancellor -Chief Financial Officer

Minnesota State Colleges and Universities

30 7th Street E., Ste. 350

St. Paul, Minnesota 55101-7804

Related documents: ● Policy 7.7, Gifts and Grants Acceptance

 ● M. S. 136F. 46, Non-profit Foundation Payroll Deductions

 ● M. S. 136F. 80, Grants, Gifts, Bequests, Devises, and Endowments

 ● M. S. 136F. 81, Transfer of Gifts

Date & Subject of Revisions: 06/ 21/ 00 -Contains language formerly in system procedure 8.1.1; 3/ 16/99.

Revised 10/ 19/ 2000, 07/ 07/ 03; Revised 3/20/12 – Updated address