

SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES GIFT-IN-KIND FORM INTRODUCTION

We in the School of Pharmacy and Pharmaceutical Sciences are very fortunate to have the support of many generous individuals and companies who contribute their resources to support our programs.

If a donor makes a gift of cash, check or securities designated for the School of Pharmacy and Pharmaceutical Sciences, when that gift is deposited, it is also recorded in the University Development Office (UDO) database. On a daily basis, UDO sends an electronic report to our Advancement Office so that we are aware of the gift and can thank the donor appropriately.

The thank you may be in the form of a letter from the Dean or the Advancement Office. It may be followed up with a subsequent letter from the School or Department explaining how the gift was used. The gift may be highlighted in one of the School's publications, such as the *Pharmacist* magazine or the School's *Annual Report*. Sometimes a plaque or other recognition item is presented to the donor or displayed on the Donor Wall of Fame in the Heine Pharmacy Building.

All of these gestures indicate to our donors how grateful the School is to have received their gifts. Such acknowledgment not only tells our donors that we appreciate their generosity, but also assures them that we are using their gifts as they intended. This is good stewardship.

When a person or company makes a non-monetary gift (also known as a gift-in-kind) to the School of Pharmacy and Pharmaceutical Sciences, such as a piece of equipment, computer software, or materials and supplies for laboratories, there is no cash deposit made, and no electronic report sent to our Advancement Office. Thus we are not made aware of the gift, and cannot thank the donor appropriately. These donors get no letter, no publicity, no token of our appreciation, and no indication that we are using their gifts in the manner they intended.

Just as in the case of cash gifts, we want our gift-in-kind donors to know how much we appreciate what they give us, and we want to let them know how their gifts are being used. This again is good stewardship.

The following form was developed for recipients of gifts-in-kind to complete and submit to the Advancement Office to facilitate the recording, acknowledgment and stewardship of gifts-in-kind. When you or your department receive a gift-in-kind, please complete this form and submit it, along with a copy of the thank you letter from your department and any other relevant documentation, to the Advancement Office so that the stewardship process may begin.

If you have any questions or need additional information, please contact Linda Yelton, Manager of Stewardship, at 49-41370 or lyelton@purdue.edu.

SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES

INFORMATION REQUIRED TO PROCESS GIFTS-IN-KIND

(Please complete all items)

Today's date _____

Name of person completing form _____

Name and address of donor _____

Contact person and job title (if corporate donor) _____

Date gift was received _____

Purdue employee responsible _____

Recipient department _____

Gift to be used for (describe donor's intent and attach relevant documentation)

Quantity received _____

Description of item(s), including serial numbers (attach another sheet if necessary)

Total estimated value (for internal use only) _____

**For each gift, please attach a copy of the thank you letter sent to the donor
and any other relevant documentation and send to:**

LINDA YELTON / PHAR / RHPH