

**GIFT - IN - KIND TRANSMITTAL FORM**

Unless the **University of Maryland College Park Foundation** is specified by the donor, all gifts-in-kind will be received to the University of Maryland College Park. Forward the completed form with any supporting documentation to: **Gift Acceptance Office, 3126 Samuel Riggs IV Alumni Center College Park, MD 20742-1531**. If you have any questions please call: (301)405-7760.

Name of Preparer: \_\_\_\_\_

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone # of Preparer: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

(Include prefix if known)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Gift: \_\_\_\_\_

\_\_\_\_\_

Appraisal: \_\_\_\_\_ Formal or Internal

Anonymous Donor? Yes or No      Anonymous Gift? Yes or No

Name of Donor: \_\_\_\_\_

(Inc. prefix if known)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Gift: \_\_\_\_\_

\_\_\_\_\_

Appraisal: \_\_\_\_\_ Formal or Internal

Anonymous Donor? Yes or No      Anonymous Gift? Yes or No