

**SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
In-Kind Donation Checklist**

Complete and forward to Development Office, Room 204 Bray Hall

Description of equipment/property _____

Age of Gift _____

Estimated Value _____ *(attached written appraisal if available)*

Donor's Name _____
 Address _____

Describe restrictions placed by donor _____

Anticipated Benefits _____

Estimated Costs _____

ESF Faculty or Office which will house and use donated equipment _____

	Yes	No
Will gift count as a matching contribution?		
Does equipment represent potential hazards in terms of:		
Environmental Safety?		
Waste Materials?		
Hazardous Materials?		
Will gift be used for a specific research project?		
Is there a deadline for ESF accepting the gift?		
Will faculty or office directly benefiting from gift be responsible for transportation and installation of equipment?		

 Signature of person completing checklist

 Date

 Signature of Director or Chairperson

 Date

 College President

 Date of Gift Acceptance