

**SMU Student Affairs Development  
In-Kind Gift/Donation Form**

*(Anything that your Department/student organization receives for free or at a discount)  
(Please give a copy to the person over your area who is a direct report to VPSA)*

<b>Date of event:</b> ____/____/20____ <b>Your name:</b> _____ <b>EXT 8-</b> _____
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SMU Student Organization/Department receiving the gift:

\_\_\_\_\_

Company/Donor Name: \_\_\_\_\_

Company/Donor Address: \_\_\_\_\_

Company/Donor Contact Person: \_\_\_\_\_

Company Contact's Phone Number(s): \_\_\_\_\_

Name of item/s and quantity given:

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

The amount/discount you received (*value of gifts – If there is no monetary value listed credit can't be given*):

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

If/How we have agreed to recognize gift (*announcement at event, logo displayed, ticket(s) to event, etc.*)

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

Please return this form to the Office of Gift Planning  
**Campus Mail: PO Box 750402**  
**Email: [giftplanning@smu.edu](mailto:giftplanning@smu.edu)**  
**Office: PAB, Suite 302**

For more information/questions/concerns:  
Office of Gift Planning | 214-768-1911