

**SMU Student Auction
Gift-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 Dean or Vice President)*

Date of event: _____ / _____ /20____ Your name: _____ EXT 8- _____

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:

**Office of Gift Planning
Campus Mail: PO Box 750402
Email: giftplanning@smu.edu
Office: PAB, Suite 303**

For more information/questions/concerns:

Renee Bowen | rbowen@smu.edu | 82675