

MSU Extension Gift Form

Clear Form

The intent of this form is to ensure gifts are properly recorded and acknowledged by Michigan State University. In order to do this, the purpose/use of funds needs to be identified and documented below prior to the funds being sent to campus for deposit.

If the donor gift is a gift in kind, please complete the Gift In Kind Valuation and Intent Form instead.

If the funds being received are related to a proposal or an application that was submitted, please contact MSUE Grant Services. Those funds should be deposited into a contract & grant account and this form is not required.

All fields are required to be completed unless identified otherwise.

Date:	County/District Office:
MSUE Staff that Received the Funds:	Phone #
Email:	

Donor Names:		
Address:		
City:	State:	Zip:
Phone #:	Alt Phone #:	
Anonymous: Yes No		
If a donor would like to be anonymous, the information above still needs to be completed if the donor wants a tax receipt.		

In Memory of, if applicable
In Honor of, if applicable
Purpose/Use:

Account #:	Sub-Account:	Check#
The account number should start with RN, if not please contact the MSUE Business Office www.canr.msu.edu/od/business_office/		
Object code: 4007	Project Code:	Amount:
Allocation code or invoice number (if known):		

Attach all supporting information such as the envelope and any correspondence.
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