

MSU Extension Gift 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's Grant & Research Administrator, Ann Smith. 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): _____

Have you attached all the supporting information such as the envelope and any correspondence? _____