



IN - KIND GIFT REPORT
ROANE STATE FOUNDATION
276 Patton Lane
Harriman, TN 37748
Phone: (865) 882-4507
Fax: (865) 882-4689

All private in-kind gifts (items other than cash) must be reported to the Tennessee Board of Regents. Some types of these gifts require approval by the Chancellor before they can be accepted by the institution. So that correct documentation is maintained, this report should be completed and submitted to the Roane State Foundation prior to acceptance of any gift of this nature by the College. A formal written letter of acknowledgement will be sent to the donor when formal acceptance is made. Written notification must be sent to Foundation Office when transfer of gift is completed. This should include where the gift is located.

Name, Title, and Address of Donor:

Telephone No.

Date to be received: _____ Date receipt is documented by Dept. Head or Site Director: _____

This gift is to be delivered to the _____ Campus in the _____ Department

Description of Equipment or Material to be Donated (Please include the brand, model number, age of item, quantity, condition) _____

Approximate monetary value of gift (Attach documentation of value to your department):

Documentation is required to prove the value of gift. \$ _____
This may be in the form of a receipt if the item is new or a print-out from the internet of a replica of the item showing its current value if the item is used.

Describe the manner in which this gift will be used: _____

List any necessary transportation arrangements: _____

Approvals:

Dean or Head of Department

Executive Director for RSCC Foundation

V.P. for Business & Finance

Original copy – Foundation
Acknowledgment will be sent to
donor(s) from the Foundation Office on
behalf of RSCC.

RSCC is a Tennessee Board of Regents Institution and an AA/EEO Institution. RSCC Publication # 01-008