

**GIFT-IN-KIND INFORMATION FORM  
 ORGANIZATION**

**FOR COMPLETION BY UBC**

Gift description:

Name of organization:  Contact name:

Contact email:  Contact phone:  Contact phone type:

Organization address:

I confirm the described gift is relevant to the University and/or has academic merit. (Not to be signed by a DAE staff member)

Name:  Position:

Signature:  Date:

**FOR COMPLETION BY ORGANIZATION**

Gifts to UBC will receive a formal acknowledgment. Official charitable tax receipts, in circumstances where the gift is eligible, will be issued in accordance with the Income Tax Act and in accordance with UBC's Fundraising Policy and procedures.

I require a formal acknowledgment  I do not require a formal acknowledgment

The gift is inventory of the organization

OR, if not inventory, the organization has owned the above described gift:

Less than 3 years  Between 3 and 10 years  More than 10 years

\* If the property has been owned for less than three years, please provide proof of purchase.

By signing this form, I represent and warrant that I have the necessary authority to represent and legally bind the organization, and confirm the following:

1. The organization is the legal and rightful owner of the gift described above, and the organization has all necessary rights and authority to give the gift to UBC and the gift is free from all liens, charges, or encumbrances.
2. Upon signing this form, the gift becomes the exclusive property of The University of British Columbia ("UBC"), and the gift is given without reservations, restraints, or limiting conditions of any kind, and is absolute and irrevocable. UBC may handle it in whatever ways seem most appropriate to UBC, which may include making the gift available to any research and using the gift for educational purposes, such as in displays and exhibitions.
3. Unless expressly stated otherwise in the description of the gift, above, the gift does not include copyright. UBC is responsible for contacting the copyright holder for any permissions required by laws.

Signed on behalf of the organization:

LAST NAME FIRST NAME INITIAL(S)

Signature:  Gift date:     
MONTH DAY YEAR