



UNIVERSITY OF OREGON

May 18, 2005

SUBJECT: Revised Report of Gift Form w/ New Instructions

The Report of Gift form was developed to ensure that donors receive proper gift credit and acknowledgement, and to ensure that the gifted property is entered into the university's fixed asset inventory when appropriate.

The BAO has recently worked with the UO Foundation, UO Office of Donor Relations and several end users to modify and enhance the Report of Gift form and add instructions.

Modifications to the form include:

1. Check boxes for Cash or Gift In Kind at the top of the form.
2. A section for departments to identify any gifts that are Research or Grant related.
3. Reference to appropriate procedures for when the donor wishes to be anonymous.
4. Some minor wording changes.

For the updated version of the form and instructions, go to <http://baowww.uoregon.edu/forms.htm#gift>.

If you have any questions concerning the revised form or instructions, please call Cashiers @ 6-3155.

**OFFICE OF BUSINESS AFFAIRS**

Oregon Hall, PO Box 3237, Eugene OR 97403-0237

T (541) 346-3165 F (541) 346-5820 [baowww.uoregon.edu](http://baowww.uoregon.edu)

*An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act*