



Office Use Only

ACKNOWLEDGE RECEIPT OF GIFT-IN-KIND OR LOANED INVENTORY

Email completed form to LogisticalSupport@Lamar.edu. If unable to scan, send to PO Box 10004.

Date Requested _____ Department _____

Requested by _____ Phone # _____

This form must be completed by the department to acknowledge receipt of Gifts-in-Kind and/or Loaned equipment from other institutions. Appropriate documentation is required. Each item must be listed separately on form. Complete all information below and obtain all authorizing signatures prior to submitting to Property Management.

Is this equipment purchased on federal funds after 12/26/2014? If yes, Principal Investigator signature is required.
 If yes, confirm that: 1) the grant end date for the federal sponsored project used for the purchase has passed as of the date of this form, and 2) the federal sponsored project vests title in the equipment with the University.

If yes, to what department? _____

Is this a temporary loan? _____

If yes, what is the time period? _____

Is a physical space required? _____

If so, has the department secured a location? _____

If yes, where? _____

Is this a Gift-in-Kind receipt? _____
 If yes, attach copy of Gift Transmittal Form.

Will the donation require insurance? _____

Is this loaned equipment? _____
 If yes, attach copy of agreement.

Will ongoing maintenance be required? _____

If yes, who is lender? _____

Will this require a title transfer to LU? _____

Is this a permanent transfer? _____

Description	Serial#	Value

Dept. Property Custodian Name _____

Dept. Property Custodian Signature _____ Date _____

Principal Investigator Name _____

Principal Investigator Signature _____ Date _____

OFFICE USE ONLY BELOW THIS LINE

Property Manager Signature _____ Date _____

SPA AFR Initials _____ Date _____

T DRIVE EMAIL DEPARTMENT Initials _____ Date _____