



**Minnesota State Colleges and Universities
System Procedures
Chapter 7 – General Finance Provisions
Procedures associated with Board Policy 7.7**

7.7.1 Gift and Grant Acceptance Reporting Form

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Gift and Grant Acceptance Reporting Form

This form is required for a gift or grant to the college/university. This form is not required for a gift or grant to the college/university foundation.

Name of Recipient: _____
(College/University name)

Complete section 1 or section 2 below.

Section 1. Individual Donor Information:

Name and Address of Donor: _____

Section 2. Company Donor Information:

Name and Address of Donor: _____
(President's or CEO's name)

(Company's name)

(Company's address)

Date Gift or Grant Received: _____

Project Restrictions: _____

Donor's Estimated Value: _____

Please answer each of the following questions:

1. Description of gift, grant, conditions, and purpose thereof:
(Attached additional sheets if necessary)

2. Are there any matching requirements? If yes, how will they be addressed?

3. Are there any ongoing base budget commitments? If yes, how will they be addressed?

I, _____, President of _____
College/University, do hereby determine that it is in the best interest of the college/university to
accept such gift or grant and hereby approve and direct such acceptance.

President's Signature

Date

The Chancellor reported the above gift or grant to the Board of Trustees of the Minnesota State
Colleges and Universities at its meeting on _____.

Mail completed form to: Laura M. King, Vice Chancellor - Chief Financial Officer
Minnesota State Colleges and Universities
350 Wells Fargo Place
30 East Seventh Street
St. Paul, Minnesota 55101

Related documents: *Policy 7.7, Gifts and Grants Acceptance*
 M.S. 136F.46, Non-profit Foundation Payroll Deductions
 M.S. 136F.80, Grants, Gifts, Bequests, Devises, and Endowments
 M.S. 136F.81, Transfer of Gifts

Date of Implementation: *July 1, 1995,*
Date of Adoption: *March 21, 1995,*

Date & Subject of Revisions: *January 18, 2007 – corrected the mailing address on page two.*
 June 21, 2000 – Procedure was updated to conform with policy changes which
 was amended to authorize college/university presidents on behalf of the institution
 to accept gifts and grants made to the institution.