

# GENESEO

## THE GENESEO FOUNDATION, INC. INTENT TO GIVE FORM

This form is to be used for all proposed charitable gifts of tangible personal property to the Geneseo Foundation, Inc. benefiting the operations and supporting the mission of SUNY Geneseo. Its completion is a requirement and part of the procedures and policies adopted by the Gift Acceptance Committee of the Geneseo Foundation, Inc. Board of Directors.

The intent of this process is to ensure that gifts of tangible property are properly documented, the intent of the donor is recorded, and the gift can be properly stewarded. The Geneseo Foundation, Inc. and SUNY Geneseo appreciate and value the contributions of their supporters.

Process (to be completed in this order):

- 1) Completion of the Intent to Give Form by Donor(s).
- 2) Signature of Division Head
- 3) Signature of the Department Head
- 4) Signature of and acceptance by the Vice President for College Advancement/Executive Director ("VPCA/ED")
- 5) Notification to Donor(s) and Department Chair from the VPCA/ED
- 6) Transfer of tangible personal property with inventory and other paperwork
- 7) Receipt of transfer and gift acknowledgement to donor from the VPCA/ED

### DONOR TO COMPLETE FORM ON REVERSE

#### REQUIRED SIGNATURES

I certify that the items intended to be contributed to the Geneseo Foundation, Inc. will support the mission of the College and the objectives of \_\_\_\_\_ **department/program.**

\_\_\_\_\_  
SUNY Geneseo Department/Program Head Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
SUNY Geneseo VP/Chief Officer (Cabinet level) Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

On behalf of the Gift Acceptance Committee of the Geneseo Foundation, Inc., these items are

\_\_\_\_\_ accepted

\_\_\_\_\_ accepted in part (see attached)

\_\_\_\_\_ not accepted

\_\_\_\_\_  
VPCA/ED

\_\_\_\_\_  
Date

TYPE OF TANGIBLE PROPERTY: To be determined by the VPCA/ED \_\_\_\_\_ depreciable \_\_\_\_\_ appreciable

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Name of Donor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Donor name as you wish it to appear for recognition purposes (please print):

\_\_\_\_\_

List of Items (attach separate page if necessary):

<b>Title/Description</b>	<b>Material</b>	<b>Condition</b>	<b>Value</b>
1. _____			
2. _____			
3. _____			
4. _____			

Please note any special conditions associated with this gift including but not limited to storage, display, installation, security, conservation or restoration, marketing, etc.:

My intent is that these items benefit and further the objectives of \_\_\_\_\_ department/program at SUNY Geneseo and, if for some reason this is not possible, the Geneseo Foundation, Inc. will use these items to support the mission of SUNY Geneseo in a manner as close as possible to my original intent. I understand that the Geneseo Foundation, Inc. does not accept any gift in perpetuity.

I certify I am the sole owner, I know of no lien or dispute of ownership, and that items are not held as collateral for any loan or any agreement with any entity.

To the best of my knowledge, items (via ownership or materials) do not violate any state or federal laws including but not limited to US tax code, international treaties related to cultural and artistic works, CDC, Department of Health, Department of Fish and Wildlife, OSHA, and the EPA.

I understand I am responsible for the cost of transporting items to SUNY Geneseo, insurance during transport, and any appraisal as directed by my tax advisor. SUNY Geneseo, the Geneseo Foundation, Inc. and its representatives do not provide legal, tax or financial advice and/or appraisals or referrals.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

Approved-October 2017