

**System Procedure
for Chapter 7 - General Finance Provisions**

**System Procedure 7.7.1 Gift and Grant Acceptance Reporting Form
for Board Policy 7.7**

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 _____
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
500 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 & Subject of Revisions: 06/21/00 - Contains language formerly in system procedure 8.1.1; 3/16/99.
Revised 10/19/2000, 07/07/03