

Revised: June 2022

Guide for the Request and Acceptance of
Donations from the University of Puerto Rico

Annex IV – A – English version

University of Puerto Rico

Campus or Institutional Unit

**IN-KIND DONATION FORM TO THE
UNIVERSITY OF PUERTO RICO**

Donor's Required Information

Name of organization or individual

Phone Number

E-mail

Mailing Address:

Donation to:

Donation Value or Appraisal: \$ _____

Description of In-Kind donation:

THE SIGNATORY PARTIES DECLARE that the listed donation/s is/are made freely and voluntarily without intent to limit in any way the commitment of the University of Puerto Rico to the principles of academic freedom and that they are, in no way, in violation of the laws of the US Federal Government or Puerto Rico or any applicable regulation of the University. The listed donation/s is/are not made in support of an external product or service and there is no known conflict of interest between the parties.

Donor's Signature: _____

For the purpose of accountability, please print name and signature of the UPR employee certifying this donation and its purpose:

Date: _____ Name: _____

Email address: _____ Signature: _____

University of Puerto Rico

Campus or Institutional Unit

**EVALUTION FORM FOR THE ACCEPTANCE OF AN IN-KIND DONATION
TO THE UNIVERSITY OF PUERTO RICO**

Donor's Required Information

Proponent's Office: _____

Information of the donation: _____

Date of Letter of Approval:

ID#: _____

Amount Value of Received Donation:

\$ _____

President's Office

President's Approval: _____ Date: _____

Sent to Department of Finances by: _____ Date: _____

Finance Office

Deposit #: _____

Returned to: _____ Date: _____