



UNIVERSITY OF HAWAI`I AT HILO REQUEST TO ACCEPT A GIFT IN KIND VALUED UNDER \$250

Date Request Submitted: _____

Request to Donate Non-Cash Gift (value under \$250) to University of Hawai`i at Hilo Approval must be obtained prior to receipt of the gift. (If gift is a vehicle, do not use this form. The UHH Recipient must request approval from Auxiliary Services via the Vehicle Acquisition Form)	
Donor:	UH Hilo Recipient (School/College/Unit):
Address:	Recipient Rep(s) (Faculty/Staff to receive item):
Contact Rep (if different than above):	Lead Recipient Phone #:
Contact Phone #:	Location for Gift (UHH Bldg./Room/Area):
Description of Gift (Provide written details: Make, Model, etc.)	Cost to move gift from current location to UHH location (Please attach copy of current quote and state amount herein)
Purpose/Use of Gift	Cost of annual premium to insure (If available, provide vendor name with back up)
Estimated Market Value of Gift	Cost of annual maintenance/and or agreement (If available, provide vendor name with back up)
Stipulations regarding gift	Does gift require special arrangements? (Power amperage) (Lighting) (Food) (Veterinarian) (Environmental Consideration) (Other)
Dean/Director of UHH Unit: _____	
Print Name	Signature
Date	
Original to: VC Admin Affairs <input type="checkbox"/> Copy to: Dean/Director <input type="checkbox"/> VC/C over unit <input type="checkbox"/>	