College of Textiles Checklist for Gifts

Please answer the questions below and provide this Checklist to your Department Head for approval **PRIOR** to receiving (1) equipment as a gift or (2) a monetary gift for deposit into a University account. Also, when the gift is received, please provide the Business Office with an accompanying letter (the original) from the donor that is on their letterhead and signed by a representative from their organization that documents the gift.

1. If the gift is monetary, what is the source of funds to be received?

_____

2. If the gift is monetary, are there any restrictions on how the funds will be used and if so, please explain.

_____

_____

3. Is the donor in any way benefiting from the gift?

_____

4. Is the gift directly related to any services previously performed (which were provided in exchange for the gift received)?

_____

5. If the gift is monetary, please provide a brief description of how the funds will be used.

_____

_____

6. If the gift is equipment:

    a. Where will it be permanently located?   _____

    b. Is it UL approved?   Yes   No

    c. Does it require a facility modification form for installation (if so, identify infrastructure needs such as heat, air, water, modifications to the building to get the equipment into its ultimate destination in the College)?

    _____

    d. Are there shipping costs associated with its arrival?   Yes   No

    e. Can existing staff operate the machine?   Yes   No

    f. What installation costs will be incurred to get the machine operational and what is the source of funding for installation costs?

    _____

Please note that if the gift is monetary and the funds received are to be used to perform generic research without specific benefit to the donor, NC State will own any intellectual property that is produced. The College will provide a letter to the donor both thanking them for the gift while also explaining some general State requirements regarding gifts.

_____   _____

Signature of Department Head   Date

Business Office Use Only:

Check No.	Check Date	Project No.	Deposit No.	Deposit Date