

Iowa State University Alumni Association Artifact Collection
ISU Alumni Center
420 Beach Ave.
Ames, IA 50011-1430

DEED OF GIFT

This deed of gift testifies to the agreement of the donation of the collection of materials and subsequent additions to that collection between the Iowa State University Alumni Association on behalf of the state of Iowa and the donor:

[Name of donor]

Donor wishes to remain anonymous

Donor credit line [i.e., "Gift of Mary Anderson Jones ('57 accounting) in loving memory of her parents, Ida ('34 home ec ed) and Jim Anderson (elec engr '34)"]

The donor hereby assigns possession of legal title to the collection of materials described below and subsequent additions upon their physical transfer, including copyright and literary property rights to this material possessed by the donor, to the state of Iowa and Iowa State University Alumni Association, for retention in the ISUAA Collection located in the ISU Alumni Center.*

[Collection/Object Description]

Estimated value: \$_____ (for gift acknowledgement and recognition purposes)

Donor must provide an estimated value if requesting a receipt for tax purposes. Please note that gifts over \$5,000 require an independent, third-party appraisal. Also, please note that the DONOR provides the estimate. The ISU Alumni Association does not conduct or provide for appraisals.

Donor Name: _____

Address: _____

Phone: _____ E-mail _____

Signature: _____ Date: _____

ISUAA signature: _____ Title: _____

Date: _____

*The ISUAA considers all gifts of materials to be unrestricted. Items received as gifts are reviewed in accordance with the current policies for collection development, and materials determined to be out of scope for our collections may be exchanged, sold, or discarded.

Questions regarding this policy should be directed to the chief communications officer at (515) 294-6560.

If the ISUAA cannot add this gift to its collections at this time, I would like the materials returned to me. I will be responsible for picking up or shipping the materials.
(Please initial) _____

Please check one of the following boxes:

I would like to request a receipt for tax purposes for these materials be sent to the address above. (The ISU Foundation issues a tax receipt at the end of the calendar year.)
(Please initial) _____

I do not require a receipt for tax purposes for these materials. (Please initial) _____

FOR INTERNAL USE ONLY

Routing (Initial and Date):

Initial receipt: _____ Sent to: _____ Received: _____ Sent to: _____ Received: _____

Thank you sent: _____ Copy of form & thank you sent to Development Officer: _____

Collection number: _____