



GIFT AGREEMENT
University of Central Oklahoma

Edmond, Oklahoma 73034
405.974.2000 fax 405.974.2999

Donor Name: _____ **Receiver Name:** _____

Donor Address: _____ **Receiver Phone Ext:** _____

Date Received: _____

Donor Phone: _____

Date Accepted: _____

Donor Email: _____ **DOB:** _____

Gift Description: _____

Stipulations: _____

Estimated Value: _____ **How was value determined?** Appraisal Research
(required from donor) (please attach all supporting documentation)

I/We, _____, do hereby give, grant and transfer to the University of Central Oklahoma's _____ located in Edmond, Oklahoma the physical possession and all legal title, copyright and literary property rights that I/we possess to the materials described below and on attached sheets. I/We hold true and legal ownership of these materials and have the right to make this donation. This gift is made with the understanding that the University of Central Oklahoma's _____ will use, arrange, preserve and administer the materials in this gift in accordance with its established policies.

Donor signature **Date**

University of Central Oklahoma's _____ located in Edmond, Oklahoma acting by and through its agents, hereby accepts the above described materials.

Receiver signature **Date**

FOR INTERNAL USE ONLY

Location of Gift Placement:
Building _____ Owning Org Name: _____

Room: _____ Owning Org #: _____

Inventory Tag #: _____ Addition to Existing Collection YES NO
(assigned by I&R)

****Forward this completed form to Accounting, Administration Bldg. 210G****