



## OVERVIEW

If a supplier has offered the university a gift in the form of a movable capital asset, there are a few possible avenues for appropriately receiving the gift.

Process or document	Supplier is a for-profit entity	Supplier is a non-profit entity (e.g., another university)	Supplier is offering a “free” or “complimentary” item as part of a purchase
Department to complete a <a href="#">Consignment/Non-Cash Gift Form</a>	Yes	Yes	
Department to submit a requisition			Yes
Supplier to provide an itemized list of items with individual values	Yes	Yes	Yes
Supplier to provide a third-party appraisal of item’s value	Yes		
Supplier to provide a memo releasing equipment signed by an appropriately authorized contact		Yes	
Supplier to reflect the item with price on invoice and applying a discount to show the item as paid			Yes
MSU approvals required	University Advancement and the Board of Trustees	Contract and Grant Administration <sup>1</sup> and the MAU Administrator	Applicable requisition approvals

<sup>1</sup> [Learn more about sponsored gifts on the Office of Sponsored Programs website.](#)