



## Gift-in-Kind Donation Form

FOR INTERNAL USE ONLY — CONFIDENTIAL

**Instructions for staff:** Before accepting any gift-in-kind donation, consult the Policy and Procedures Manual to ensure the item has an appropriate use by the Society. It is the donor's responsibility to establish the fair market value for the items they donate. The Society will send a written acknowledgement of receiving the donation but will NOT assign a monetary value to gift-in-kind donations. Please complete the form, forward the original to the Philanthropy Department, and keep a copy for your department records.

Gifts-in-Kind are non-monetary items of tangible personal property such as art, collectibles, books, and equipment which represent value to New England Wild Flower Society.

PLEASE PRINT

Date Donation Received \_\_\_\_\_

Donor \_\_\_\_\_

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Donation(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donor Signature (if possible)\* \_\_\_\_\_ Date \_\_\_\_\_

\*Signed letter about gift or other documentation may be supplied in lieu of signature

Receiving Department \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

GIK Approval \_\_\_\_\_ Date \_\_\_\_\_