

IN-KIND DONATION FORM

Date: _____ Event name (if applicable): _____

Description of Item(s) (include quantities): _____

Estimated Fair Market Value: \$ _____

The Estimated Fair Market Value must be completed by the donor.

Fair market value of any goods or services given to donor in return: \$ _____

What has the donor received in returned? (Tickets, membership, merchandise, etc.)

Individual donor or company name: _____

Name of person to be thanked: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date Received: _____

Donation received by (CMU Staff Name Print): _____

Donation received by (CMU Staff Name Signature): _____

Department receiving gift (if applicable) : _____

****Please attach any Receipts, Invoices, PO's or additional item descriptions****

IN-KIND DONATION FORM

Instructions:

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

Only signed donation forms are acceptable as acknowledgement of in-kind donations.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide specific project information related to the event being planned including date, city and county.
2. Provide detailed information related to the description of the item or service being donated. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered. No financial donations are considered in-kind donations.
3. The Estimated Fair Market Value must be completed by the donor. Colorado Mesa University Foundation cannot place a FMV amount or interpret the value of any non-financial donations.
4. Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
 - a. Example: Donor provided printing of 100 booklets for an Educational Conference and receives a dinner at the event, the amount of the-per-person-plate for the dinner must be itemized.
5. Provide information related to the donor including name, organization, address and other contact information.
6. Record the date received and your name.
7. Send the completed form to the Colorado Mesa University Foundation office for processing. A thank you letter and copy of this form will be sent directly to the donor. A copy of all in-kind donations will be maintained at the Colorado Mesa University Foundation Office for audit purposes.