Gift-in-Kind Donation Form

OLDS COLLEGE EST. 1913

Donor Information	Donated for Use by
Receipt to Contact person Email Address Phone Fax Anonymous gift? ☐ Yes ☐ No Term of Loan to Renewal/Return details Multiple Year Agreement? ☐ Yes ☐ No If yes, what year? Out of?	Department Program Approval by Dean Ship to Attention of Date Received Location of asset Solicited by ☐ Operating Donation ☐ Capital Donation Purpose of Donation Restrictions on Use

DONATED ITEMS

Item	Quantity	Description & Serial No.	Value to Donor	Assigned Value (avg. appraisal)
1				
2				
3				
4				
		TOTAL		

APPRAISALS (not applicable if issuing a Non-Charitable Receipt)

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6
by: value:	by: value:	by: value:	by: value:	by: value:	by: value:
by: value:	by: value:	by: value:	by: value:	by: value:	by: value:

OFFICE OF ADVANCEMENT USE ONLY		
Date Receipt issued:	Charitable: #	Non-Charitable: #
Receipt Amount:	Date Thank you letter sent:	