

GIFT-IN-KIND NOTIFICATION FORM
(Do NOT Use This Form for Cash Gifts!!!)

DONOR INFORMATION

Type of Donor: () Company () Individual () Organization
Donor Name: _____
Address: _____ City/State/Zip: _____
Phone: _____ Email: _____
If company or organization, Name of Contact Person: _____ Phone: _____

GIFT INFORMATION

Value of Gift: \$ _____ Source of Valuation (**Required**): () Company Quote () Donor-Supplied
() Department Estimate () Foundation Estimate

NOTE: VALUATION AS IT APPEARS ON THIS FORM IS FOR INTERNAL USE ONLY. DONOR MUST OBTAIN THEIR OWN VALUATION FOR INCOME TAX PURPOSES.

Complete Description of Gift (**Required** for IRS purposes). Provide identifying information such as quantity, model number, dimensions. For equipment donations, serial number **MUST** be included. Attach quotation from donor if available.

() Check here if intended for resale (e.g. event auction) and list only **ONE** item per form.

Name of Event _____	Event Date: _____
<i>After event is held, provide the following:</i> Event Purchase Amount: _____ Purchase Date: _____	

Were any goods or services provided in exchange for contributed item? () Yes (X) No
If so, description and value of goods or services provided: _____

Date Gift Received: _____
Received By: _____ **Dept:** Child Life Department **Phone:** _____
Receiving Hospital: (X) BMC () SMC () Bass-Enid () Canadian Valley-Yukon () Grove () Miami
Department/entity receiving gift: Child Life Department
(Name)
GL Number of Dept receiving gift: 1003152 Child Life Child Life
(Bus. Unit) (Account) (Department)
Budgeted for current fiscal year? Yes () No (X)
Foundation Fund to be Credited: Child Life
(Name)
GL Number of Foundation Fund: _____
(Bus. Unit) (Account) (Department)

AUTHORIZED SIGNATURES

Department Head or Administrator: _____ **Date:** _____
(validates item was received and is of use to department)
Foundation Head: _____ **Date:** _____
(validates that gift-in-kind acceptance criteria has been met)

This form is used to report the receipt of a contribution of equipment, supplies, items to be sold or given away at events, and any other items that are not monetary. Discounts and negotiated items are not considered charitable contributions. Gifts-in-kind are processed as both an expense and as revenue to the receiving department, causing no impact to the department's budget.

- Steps to Process Form:**
1. Person receiving gift-in-kind fills out form, secures Department Head approval, and forwards form to Foundation for processing.
 2. Foundation reviews form for completeness, secures Foundation Head approval, processes gift through general ledger and acknowledges the donation for tax purposes.