

**CPCC FOUNDATION
GIFT-IN-KIND REPORT FORM**

Donor (individual/business):

Donated Item(s) and/or Service(s): *[List donated items here. If more than 10 gifts are received, please attach copies of correspondence and a detailed list of donated items, to include serial and model numbers, applicable].*

Value of Item(s)/Service(s):

Date of Donation:

Donor Contact:

Donor Address:

Donor Telephone Number:

Donor E-Mail Address:

Benefiting CPCC Department(s):

CPCC Contact Person:

CPCC Contact Telephone Number:

Person Submitting Form:

Today's Date:

Note: This form is to be used to report any in-kind-gift of equipment, materials, software, and/or services to the College. The Office of Institutional Advancement/CPCC Foundation will assure that the proper acknowledgement is sent to the donor for tax purposes and will assist in stewardship of the gift. Under current tax law, it is the responsibility of the donor to provide the College with the value of items/services. This gift-in-kind report form will be shared with the appropriate College offices in order for donated items to be added to inventory and covered by insurance.
