



GIFT-IN-KIND CONTRIBUTION FORM

Donor Information

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Gift-in-Kind Information

Estimated fair market value (by donor): \$ _____

Any gifts-in-kind valued at \$5,000 or more require an independent written appraisal provided by the donor.

Item Description: _____

Delivery/Pickup Necessary: Yes No

Date/Time/Location: _____

Faculty/Staff Name: _____ Date: _____

Donor Signature: _____ Date: _____

Faculty and Staff coordinating gift-in-kind must have approval from the Vice President of Academic Affairs prior to submitting form to the Chattahoochee Tech Foundation.

Approving VP: _____ Date: _____

Please return this form to:

Amanda Henderson
Chattahoochee Tech Foundation
980 South Cobb Drive
Marietta, GA 30060
770-528-4461
Amanda.Henderson@ChattahoocheeTech.edu

Foundation Use Only: Form Received By: _____ Date: _____ Donation Received Date: _____

This form does not serve as a receipt for this contribution, but is intended for our internal record keeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address supplied above. Chattahoochee Tech Foundation is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift.