SOUTHWEST
TENNESSEE COMMUNITY COLLEGE
F O U N D A T I O N
IN-KIND GIFT/DONATION REPORT FORM

TO: Executive Director of Institutional Development
FROM: _____
SUBJECT: In-Kind Gift/Donation
DATE: _____

This is to advise of and recommend acceptance of the following identified gift/donation:

1. Identification of gift item: _____

_____

2. Date of gift(s)/material(s) received or to be received: _____

3. Name of Donor: _____

Title _____

Address _____

City _____ State _____ ZIP _____

4. Value as estimated by donor: $ _____

If donor has not given value, please provide conservative estimate: $_____
Estimated value is for internal purposes only and should not be considered official for the donor's tax purposes.

5. Restrictions on gift, if any: _____

_____

6. Budget implications, if any: _____

APPROVED:

Division Head	*Division*	*Account #*	*Date*

Dean/Administrative Head *Date*

Executive Director of Institutional Development *Date*

INSTRUCTIONS: The individual originating this notification form should secure the approvals of his/her department head and dean/administrative head before submitting to the Executive Director of Institutional Development.

White: Development Yellow: Inventory Pink: File Gold: Department • 0800053/NEW00237