IN-KIND CONTRIBUTIONS

Please note any restrictions in accepting contributions, i.e. any expense, storage or special consideration that will be incurred by SOLVE in accepting this gift. The Development Department must receive all forms within 48 hours of receipt of the gift to facilitate the thank you process. Please fill out the form as completely as you are able. **Thank you!**

Date Received:		SOLVE Solicitor:		
Contributor (org or individual)**:**				
Contact Name:			**Phone:**	
E-mail:		**Address:**		
City:		**State:**		**Zip:**

Items/Services Donated (If more than one item, please attach an inventory list):	
Donor Established Value:	$	**(Attach receipt)** or
SOLVE Established Value:	$	
If SOLVE established the value, please comment on how you determined the fair market value:	
(If item/service is valued over $5,000, the donor must submit a signed invoice that provides an appraised value of the donation.)	
Donor Signature:	
(If donor signature is not available, please attach an email conversation confirming the donor's intent and established value.)	

Purpose:		
For Program/Event:		**(Include Code)**
Thank you letter sent by:	**Date:**	**(Attach Letter)**

Please submit this form with a copy of related paperwork to the Individual Donor Manager. Thank You!

For Development & Finance Use Only:					
ENT/CIT:		**ENT/Gift:**		**Paper File**	
Development Dept		**Finance Manager**			