



YMCA of NORTHWEST NORTH CAROLINA

In-Kind Gift & Services Donation Form

This form **MUST** be completed for all in-kind gifts/services. Items and/or services donated in-kind can only be included in Annual Impact Fund totals if it is a budgeted expense or an item or service the Y would otherwise expense.

1. **Complete the form with all requested information**, including name and address, description of the item(s) or services donated, General Ledger expense account number, and estimated Fair Market Value (FMV) as completed by the donor.
2. **Submit the completed form to the AO Development office** for approval. If the in-kind gift is not approved for use in the Annual Impact Fund totals, it will still be recorded as an in-kind gift and acknowledged.
3. **AO Development office will forward to Accounting** for processing IF the in-kind gift is approved for use towards Annual Impact Fund totals.

Donor/Organization Name: _____ Accout# _____

Organization Contact: _____ Position: _____

Address: _____

City, State, Zip: _____

Home: _____ Work: _____

Cell: _____ Other: _____

Email: _____

BRANCH/PROGRAM DESIGNATION: _____

Description of item(s)/services donated (attach additional pages if necessary):

Please count in Annual Impact Fund totals Campaign Year _____

General Ledger Expense Account #: _____

Donor Estimated Fair Market Value: _____

(NOTE: Fair Market Value must be determined by the donor. YMCA of Northwest North Carolina employees cannot place a FMV amount.)

Approved for use in Annual Impact Fund NOT Approved for use in Annual Impact Fund Approved

by: _____ Date: _____

NOTES