



In-kind Donation Tracking

Date:

Donated Item:

Value of Donated Item:

Event Item Donated for:

Date of Event:

Contact Information

Name:

Address:

Phone Number:

E-mail:

Donor Signature: _____

All in-kind donations must be tracked and the following form turned in to Finance Coordinator **PRIOR to MONTH END.**

Finance Coordinator will then provide to Database Coordinator for input.

Value of donation item must come from the vendor. Suggest getting in an email.

Contact information is who the thank you will be written to and recorded into donor database.

SOAZ use

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In-Kind Revenue Account					Location				Event		