



IN-KIND DONATION FORM

1. DONOR INFORMATION

Donor Name (s): _____

Organization/Company: _____

Mailing Address

Street: _____ City: _____ State: ____ Zip: _____

Phone Number: _____ Fax #: _____

Email Address: _____

2. GIFT INFORMATION

Event Date or Date of Donation: _____

Description of donated item (please be specific): _____

3. REQUIRED INFORMATION:

*Estimated Fair Market Value: \$ _____ Restrict to Entity (if unrestricted, put N/A): _____

Fair market value of any goods or services given to donor in return: \$ _____

4. Signature: _____ Date: _____

5. Morgan's Signatory: _____ Date: _____

*Morgan's is a nonprofit organization (EIN 84-5124052) under section 501(C)(3) of the Internal Revenue code; therefore, your donation may be tax deductible as allowable by law. * Guidelines established by the IRS do not permit us to provide you with an estimated value of your contribution.*

PLEASE RETAIN A COPY OF THIS COMPLETED and EXECUTED FORM FOR YOUR RECORDS.

Thank you for your gift!

For Office Use Only:

Date Received Donation: _____

Received By: _____

IN-KIND DONATION FORM RULES AND REGULATIONS:

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from Morgan's Development Department prior to acceptance. Only signed and approved donation forms are acceptable as acknowledgment of in-kind donations.

Instructions for completing the IN-KIND DONATION FORM:

1. **DONOR INFORMATION:** Provide information related to the donor including name, organization, address, and other contact information.
2. **GIFT INFORMATION:** Provide detailed information related to the description of the item or service being donated and the date of the donation or event. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered. No financial donations are considered in-kind donations.
3. **REQUIRED INFORMATION:** The Estimated Fair Market Value must be completed by the donor. The receiving organization cannot place a FMV amount or interpret the value of any non-financial donations.
 - a. Provide, if any, donor-benefit amounts being returned to the donor in exchange for their in-kind donation.
 - i. Example: Donor provided printing of 100 booklets for an Educational Conference and receives a dinner at the event, the amount of the per/person plate for the dinner must be itemized.
4. **Donor SIGNATURE:** Have donor sign and date the form and send to Development Office for review and approval. Note: The form may be electronically submitted by donor and approved through an electronic signature.
5. **Recipient SIGNATURE:** Sign and return completed form to donor.
6. **Office Use Only:** Record the date received and your name. A copy of all in-kind donations will be kept at Morgan's accounting Office for audit purposes.
7. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A formal letter will be sent to the donor and a copy of the notice will be given to management for their files.

For questions or form submission, please email Inclusion@Morgans.org