



Date Received: _____

IN-KIND DONATION FORM

DONOR INFORMATION:

Is this a donation from an organization? YES NO

Donor/Contact Name: _____

Donating Organization: *(if applicable)* _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Employer: _____

GIFT DESCRIPTION:

Please circle donated items: Clothing Furniture Appliances Equipment Toys Dishes

Linens Tools Jewelry Books Space Rental Services Food Pet Food / _____ lbs.

Other: _____

Special instructions or restrictions for your donation: _____

VALUE OF YOUR DONATION: \$ _____

Contributions and donations are deductible for income tax purposes to the extent allowed by law. The IRS does not allow Interfaith Ministries for Greater Houston to place a value on your donations. The information above is needed for our internal record keeping and serves as a receipt for your tax purposes.

Donor Signature: _____ Date: _____

COMMENTS / ADDITIONAL GIFT INFO:

EMAIL COMPLETED FORM TO INFO@VOLUNTEERHOUSTON.ORG

**** FOR OFFICE USE ONLY (to be completed by IM staff member accepting donation) ****

Gift Designation (*circle one*): MOW aniMeals RS IR General Other: _____

Please check the manner in which this donation was solicited. If unsolicited, leave blank.

☐ Donation collected at an IM event/drive (Event Name: _____)

☐ Donation collected from an Organization's Event/Drive. (Event Name: _____)

☐ OTHER: _____

IM Employee's Name: *(printed)* _____ *(signature)* _____