



Blue Mountain Community College
PO Box 100
Pendleton, OR 97801

IN-KIND GIFT DONATION FORM AND RECEIPT

Please get the following information from the donor.

Donor Name/Business Name: _____

Address: _____

City, State Zip: _____ Phone: _____

Description of proposed in-kind donation (**Please be specific**): _____

Special directions or information concerning above donation (**Please be specific**): _____

Total Estimated Value: \$ _____ (**As established by donor.**)

Donor Signature: _____ Date: _____

Thank you for your support of Blue Mountain Community College

Tax Statement: No goods or services have been received in exchange for this in-kind contribution. Your donation may be tax deductible; please check with your accountant or tax advisor. If your in-kind gift is accepted you will receive a copy of this form for your records.

To be completed by Department accepting donation

Department _____ contacted concerning ability to use donation dated _____.

Accepted _____

Rejected by Department _____

IF ACCEPTED, department please sign and date:

Physically Accepted by College by: _____

Date: _____

Service is Accepted by College by: _____

Date: _____

To be completed by President's office

Thank you letter sent to Donor by President

Date: _____

Original form and copy of donor letter forwarded to the Finance Department to record donation into fixed asset inventory system.

Date: _____

IF REJECTED

Letter sent to Donor by President thanking them, but refusing item/service.

Date: _____.