



In Kind Gift Form

From: _____ Date: _____

Department: _____

Name of Donor: _____

Mailing Address of Donor: _____

Donor Phone: _____ Donor Email: _____

Date of Gift: _____

Description of Gift: _____

For the purpose of our donor acknowledgment letter, please provide a statement regarding the following:
How and in what courses will the gift be used, and how will it contribute to our students' learning experience?

Will accepting the gift involve installation costs? _____

Will accepting the gift involve future maintenance costs? If so how much? _____

Who was instrumental in obtaining the gift? _____

PLEASE NOTE:

Before accepting computer hardware/or software, you must obtain approval of Educational Technology Services. Please return completed form to Foundation Office c/o District Carriage House, 2nd Floor or fax to 650-949-6108. An IRS-compliant acknowledgement letter will be sent to the donor for their tax records. The gift will be recorded in our database as soon as we receive the completed form.

Please inform the donor that if they plan to declare a donation value greater than \$5,000 on their tax form, they must complete IRS Form 8283 that ordinarily requires a qualified independent appraisal.

Questions? Please call the Foundation at x6230. Thank you for your help in procuring this donation!

The FHDA Foundation is a tax-exempt 501(c)(3) public benefit corporation, #94-3258220