

Gift-In-Kind Form



Please complete, print and submit this form to the Office of University Annual Giving immediately following the receipt of products or services donated at no charge to your club/organization/class.

This form is used to document products or services received by your club/organization/class at no charge (e.g. food or drink items, books, toys, medical equipment, discount cards etc).

Donor's Name:			
Company/Organization Name:			
Complete Description of Donation:			
Retail Value (as determined by donor):			
Expiration Date (if applicable):			
Special Instructions:			
Donor Address:			
Primary Contact Person:			
Telephone		Fax:	
Email Address:		Website URL:	
Your name as you would like it to appear:			

REMEMBER

Please return this completed form to:
Susan Terrazas ♦ sterrazas@westernu.edu ♦ (909) 706-3476
Manager of University Annual Giving and Donor Relations
Office of University Annual Giving ♦ Administration & Alumni Center

FOR OFFICE USE	Status: <input type="checkbox"/> New <input type="checkbox"/> Existing	Solicitor: _____	
Fund: <input type="checkbox"/>		Appeal: <input type="checkbox"/>	Gift Attribute:
<input type="checkbox"/>		<input type="checkbox"/>	_____
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/> Other		<input type="checkbox"/> Other	_____
<input type="checkbox"/> Constituent Affiliation	_____		
<input type="checkbox"/> Soft Credit Gift			
Date item received _____	Rec'd by: _____	Date entered _____	Entered by: _____
Date Posted: _____	Letter Receipt Date: _____	Receipt No.: _____	Receipt d by: _____