

Submitting a Nativity PTO IN-KIND DONATION FORM

The intention of this form is for PTO documentation whenever an In-Kind donation is made. An In-Kind Donation is a gift of goods and services. In-Kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. The value of the donated supplies or services may be recorded as the amount that your organization would have to pay for similar items. The PTO will keep financial records of the donation and will send a thank you note/tax letter when requested. Please consult your tax advisor regarding the donation as the PTO does not provide tax advice.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide the date the donation is made.
2. Provide the Committee and/or Event that received the donation. Please note the date of the event, if applicable.
3. Describe the goods or services donated. For example, if you donated balloons for an event, please note what event and committee received the balloons and how many balloons were donated.
4. Note the Fair Market Value of the donation. Attach copies of your receipts, if applicable.
5. Please write your name as the donor if you personally donated the goods or services. If a business made the donation, please provide the name of the business and a contact name.
6. For the person/company to be thanked, please indicate whom to thank if different than the individual donor or company name. Provide the address of the donor and phone numbers, email addresses and web site, if applicable.
7. If a thank you letter is requested, please circle "yes". Otherwise, circle "no".
8. Please obtain the signature of the Committee Coordinator who has received the donation.
9. Once this signature is obtained, please leave this form in the PTO bin in the school office for the PTO Treasurer or President to sign.

If there are any questions regarding this form, please contact the PTO Treasurer. The 2011-2012 PTO Treasurer is Trina Meyer. She can be reached at 703-717-1272 or email her at meyertrina@yahoo.com