



DUARTE EDUCATION FOUNDATION

PO Box 497 • Duarte, CA 91009-0497 • (626) 359-0416
IRS 501(c) 3 Tax Exempt Number 95-3920096

IN-KIND DONATION

Individual Donor or Company Name: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email Address: _____

Event: _____ Date of Event: _____

Description of Item(s) (included quantities): _____

Estimated Fair Market Value*: \$ _____

Fair market value of any goods or services given to donor in return**: \$ _____

Date Received: _____

Accepting DEF Representative: _____

* The Estimated Fair Market Value (FMV) must be completed by the donor. DEF cannot place a FMV amount or interpret the value of any non-financial donations.

** Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation. This amount will be deducted from the FMV of the donated item(s). For example if the donor provided printing of 100 booklets for an event and receives a dinner at the event, the amount of the per person plate for the dinner must be itemized.

In-Kind donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.