

Portland State University Foundation

IN - KIND CONTRIBUTION REPORT

Please complete the following when you receive contributions of equipment, services or other non-cash gifts. Complete and submit this form to the PSU Foundation within 7 days of contribution. A thank you letter will be generated from this form. No value will be stated on the donor's receipt; a description will be given based on information provided on this form.

Name of Donor:

Company (if applicable):

Address:

City, State, ZIP:

Phone:

Give primary credit to: Individual Business

Describe donation, including name of item, number of items, model and/or serial numbers, and a brief description:

Fair Market Value is \$_____.

Fair market value was determined based on my own knowledge or expertise.

By signing below I agree that the above fair market value is accurate. I understand that I cannot rely upon donor-provided values.

Prepared by:

Signature

Name printed

Date

School/Department:

Ext.:

Credit this donation to Account Number:

Name:

Campaign Code:

FOR PSU FOUNDATION USE ONLY:

Administrative Officer approval

Date

Recorded in Benefactor on batch #

Dated

By

Value of contribution used for accounting purposes:

Posting Date:

Gift was given to: University Foundation