



ALBERT COLLEGE

160 Dundas Street West, Belleville Ontario, Canada K8P 1A6
Telephone: (613) 968-5726 | Fax: (613) 968-9651 | Web Site: www.albertcollege.ca

GIFT-IN-KIND DONATION FORM

Name (as it is to appear on the receipt): _____

Address: _____ Daytime Phone No: _____

Full description of the item you wish to donate: _____

Condition of Item: Excellent Very Good Good Fair

Age of Item (years): _____

Do you have a copy of the original receipt of purchase (copy attached)? Yes No

Appraised Fair Market Value (copy attached): \$ _____

Appraiser's Name & Address: _____

Will the item be delivered to Albert College? Yes No

Donor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Department: _____ Account #: _____

Please submit to the Development Office.

Gifts in Kind Acceptance Policy

A gift in kind is a donation of property other than cash. A gift-in-kind tax receipt is issued for goods only, and is not applicable to services. However, if an individual or company wishes to donate their services, the individual or company may choose to be paid by Albert College and then donate the money back to Albert College. Each gift-in-kind donation must follow the process outlined below and meet one of the following criteria:

- the school would normally purchase such an item out of an existing budget (we accept used computer equipment comparable to the level currently being used in the academic program)
- the management committee approves the gift as it feels it would benefit the school

Process for accepting Gifts in Kind

1. Obtain Gifts in Kind donation form from the Development Office.
2. Gifts in Kind donation form reviewed by the Director of Development.
3. Consultation with appropriate Department Head for budget approval.
4. Approval of the Gifts in Kind by the Management Committee.
5. All Gifts in Kind valued greater than \$999 must have an independent appraisal attached.



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