

Insert your letter head/organization name in this space

Monthly In-Kind Donation Tracking Form for the month(s) of _____

Office Space/Rent	Our AmeriCorps member uses _____ sq. ft. of office space. According to a property management company, the average rental rate for one square foot of commercial space in _____ (name of city) is \$_____ per year.				
	<i>(If you know the exact rental rate per year, please fill it in. If you don't, contact a local property management company to get the average rental rate per year. For those of you in Moscow, the latest number for the kinds of spaces most of you utilize is \$14.00/sqft annually.)</i>				
	<u>Square Footage</u>	x	<u>Yearly Rental Rate</u>	<u>/12 months</u>	<u>Monthly Total</u>
		x		/12	\$0.00
			Total		\$0.00

Other	Please be specific as to what the item is, for what purpose, where it came from/its source, it's value and how you came to its value.				
<u>Category/Item</u>	<u>Notes/Description</u>	<u>Source</u>	<u>Value of item</u>	<u>Method of calculating cost</u>	<u>Monthly Totals</u>
vehicle/mileage					
supplies (paper, food, bottled water, office supplies, etc.)					
computer expenses (lease, purchase, software, etc.)					
training					
				Total	\$0.00
				Total	\$0.00

NOTE: We do not count supervisory time as in kind because supervisors are not written in as a part of our budget. However, we are interested to know the value of your time in case there is a need to report such. Please provide this information if you are able.

Supervision					
	<u>Name</u>	<u>Hours</u>	<u>Rate</u>		<u>Monthly Total</u>
		0	\$0.00		\$0.00
		0	\$0.00		\$0.00
			Total		\$0.00