



rev. 09/13

Bates Technical College Foundation In-Kind Donation Form

All equipment, supplies and other non-cash donations are routed through the foundation. must have pre-approval prior to gift acceptance or delivery on campus. Please contact the foundation at 253.680.7160 or foundation@bates.ctc.edu prior to receiving a donation.

PART I: INFORMATION ABOUT THE DONATION

Date: _____

Item Description: (Please itemize the specific items being donated here. Attach additional sheets of paper, if necessary.)

Describe how the item will be used in the program: _____

PART II: APPROVAL PROCESS

Instructor/Staff Accepting the Donation: _____

Program/Dept: _____

Phone: _____ Email: _____

Foundation Approval Signature: _____

Immediate Supervisor's Approval: _____

PART III: TO BE COMPLETED BY DONOR

Donor Stated Value: \$ _____

Donor/Company Name: _____ Company Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Donor Signature: _____

Bates Technical College Foundation

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405

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