

In-Kind Donation

The Austin Community College Foundation was established in 1991 as a 501(c) (3) non-profit corporation to expand access to higher education and training throughout the Austin Community College District.

Please use this form for all in-kind gifts given to your department and return to the ACC Foundation through interoffice mail. In-kind gifts refer to equipment, software, hardware, electronics, instruments, furniture, automobiles,... Please notify the Foundation office **prior** to receiving monetary gifts, securities, or real estate.

Step 1. Donor Information:

(Please print clearly)

The donor must provide the following information:	
Description of Donation _____ Value of Item(s) donated _____ <i>(Value may only be assigned by donor.)</i> Condition of Item(s) _____ Signature _____ Date _____	Company _____ <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. First Name _____ Last Name _____ Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax Number _____ Email _____

Step 2. To be completed by ACC employee accepting item(s):

Employee's Name _____	Department / Program _____
Date donation was received _____	Campus _____ Phone _____
E Mail _____ Fax _____	What will the item(s) be used for? _____
Where will the item(s) be located? _____	_____
Will additional funds from the College be needed to maintain this donation? (service contract, insurance, storage, shipping,...)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please specify amount and purpose. _____ _____	

Step 3. Forward this paperwork to the ACC Foundation at Highland Business Center for processing. The Foundation will provide acknowledgment and a copy of this completed form to the donor.

Thank you from Austin Community College Foundation!