



ALAMO
COLLEGES

PALO ALTO COLLEGE

IN-KIND CONTRIBUTION FORM

Thank you for making an in-kind donation to Palo Alto College. This form will help us record and acknowledge your generous gift. If you require additional information, please contact Cristina Aldrete, Office of Institutional Development, 210-486-3733 or caldrete5@alamo.edu.

Please keep a copy of this document for your records.

Donor Name: _____ Date: _____

Company/Organization: _____

Donor Address: _____

City, State, Zip: _____

Donor Phone: _____ Email: _____

DESCRIPTION OF DONATED ITEM(S): Please be as specific as possible.

TOTAL MONETARY VALUE OF ITEM(S): \$ _____

The IRS requires an estimated value of the donation. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283. This donation represents a charitable contribution to the Alamo Colleges Foundation, Inc., a tax-exempt organization (EIN# 74-2422589), and the donor has received no material benefit as a result of this gift.

PICK-UP OR DELIVERY:

Will donated items be delivered? Yes _____ No _____

If yes, please give a copy of this form to the receptionist upon delivery of item(s).

Will donated items be picked up by requesting organization? Yes _____ No _____

If yes, please have person picking up sign this form here:

Name (Please print) _____ Date _____

OFFICE USE ONLY

When the item arrives, please contact Carmen Velasquez, Student Engagement Office for instructions.

Requesting student organization: _____

Where are items stored? _____

Intended use(s): _____