



Appendix "B"

Gift in Kind/Conditional Gift Receipt Request

Donor has requested an official receipt for income tax purposes ☐

Donor Information

Name:			
Address:			
City:	Prov.:	Postal Code:	
Phone:			

Donation Information

Date Received:		Physical Condition:	
Description of Donation:			
Fair Market Value:		Insurance Required:	YES / NO
Appraiser:		Phone Number:	
Conditions (if any):			
Purpose of Donation:			
NOTE: A qualified employee may appraise gifts with a fair market value less than \$1,000. Gifts which exceed this limit; must be appraised by two qualified independent appraisers, in the case of an Art Donation the appraisers should be an ADAC member. The appraiser or other knowledgeable individuals shall not be associated with the donor. Attach all appraisal documentation to this form.			

A request for a charitable tax receipt certifies that:

- the donor voluntarily transferred the ownership of the property as identified above;
- the donor has legal title of the property
- neither the donor, nor anyone designated by the donor, will benefited from the donation;

Donated by: _____ Date: _____
(Print name) (Signature)

The receiver verifies:

- the authenticity of the donation, the appraisal(s), and the validity of the above information

Received by: _____ Date: _____
(Print name) (Signature)

For Finance Use Only

Date Receipt Request Received:		Donation Accepted:	YES / NO
Date Receipt Issued:		Receipt Number:	
Comments:			

Finance Signature: _____ Date: _____