



Oregon Episcopal School

GIFT-IN-KIND CONTRIBUTION FORM

Date: _____

Donor Information:

Name _____ Company Name _____

Contact Person _____ Email _____

Address _____

City _____ State _____ Zip _____

Daytime phone _____ Fax _____

Gift Description: _____

Estimated fair market value (by donor): \$ _____

Special instructions (e.g., item delivery or pick up, restrictions, etc.):

Gift Received by: _____ **Date:** _____

Please return this form to:

Oregon Episcopal School, Development Office
6300 SW Nicol Road
Portland, OR 97223
Phone (503) 768-3153 / Fax (503) 768-3192

Since OES can only accept in-kind gifts with the approval of the Development Office and/or in some cases, of its Gift Acceptance Committee, this acknowledgment is not a receipt. If OES accepts the item(s) referenced above, the Development Office will send a receipt at the address provided above. Items donated to OES and passed through to a third-party nonprofit or beneficiary are not considered gifts to OES and cannot be recognized or acknowledged as gifts to OES. Under IRS regulations on income tax charitable deductions, the donor is responsible for establishing the fair market value of items contributed to charity. OES will not provide any estimate or confirmation of the value of in-kind donations it receives.