

EMERSON SCHOOL

GIFT-IN-KIND TRANSMITTAL

Submitted by _____ Date _____

The following item(s) was/were donated to Emerson School on _____
(Date)

Description:

Value as stated by donor \$ _____

NOTE: IRS regulations require that the donor state value of all items donated. If possible, a letter from the donor, stating items and value would be helpful.

* * *

Name of Donor _____

Address _____

City/State/Zip _____

Remarks:

* * * * *

Development Office Use Only

Director of Development

Copy: Head of School
Business Office

_____ Item(s) Received

_____ Acknowledgment