

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Spokane County Head Start/ECEAP/EHS
IN-KIND RECORD – Donation Receipt

Date _____ Staff initials _____

Items used for _____

Donor's signature _____

Donor's address _____

QUANTITY	DESCRIPTION	\$ VALUE
TOTAL \$ VALUE		

THANK YOU FOR SUPPORTING HS/ECEAP/EHS!

IN-KIND RECORD – Donation Receipt

1. Use this form to document “noncash” donations (i.e., items for center activities, craft supplies, etc.)
2. Use this form to document the donation of meeting space. In the “\$ Value” column list the amount of time that was donated (i.e., 1 hour). On the “*Items Used For*” line state whether it is space in someone's home or space donated by an agency (i.e., SRHD conference room).
3. List all items received and the value of each item.
4. State what the items were used for (i.e., parent meeting, classroom activity, etc.)
5. Total the amount of the donation.
6. Have the donor sign the form and list their address.
7. Original signatures are required; photocopies are not acceptable.
8. Initial the form before submitting it to your supervisor.