



ERIE COMMUNITY COLLEGE FOUNDATION, INC
IN KIND DONATION

Date: _____

Company/ Name _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____

Contact Person _____ E-mail _____

ITEM DONATED: _____

No equipment may be delivered to ECC until approval of the donation has been given by the ECC Board of Trustees. Send this form to the Foundation Office ONLY AFTER ALL PARTS OF THE FORM HAVE BEEN COMPLETED including board approval and equipment delivery date.

ITEM VALUE: _____ New Merchandise Used Merchandise

GIFT VALUE OVER \$5,000

Attach a certified appraisal form for used merchandise/equipment or catalog pricing for new merchandise/equipment. The Foundation will not issue a tax letter if this appraisal is missing at time of delivery.

BOARD APPROVAL DATE: _____

DELIVERY DATE: _____

FACULTY/STAFF CONTACT NAME: _____

DEPARTMENT: _____

PHONE: _____ E-MAIL _____

PHOTO PROOF OF DELIVERED ITEMS MUST BE SENT TO FOUNDATION BEFORE DONATION LETTER WILL BE SENT.