

REBUILDING TOGETHER HOUSTON IN-KIND DONATION FORM

[SEE BACK OF FORM FOR FURTHER INSTRUCTION]

Description of Item(s) (including quantity): _____

Estimated Fair Market Value of Item(s): \$ _____

Fair market value of any goods or services given to donor in return \$ _____ None _____

Individual donor or company name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

FOR REBUILDING TOGETHER HOUSTON OFFICE ONLY

Date Received: _____ RTH Representative: _____

APPROVAL: _____ DATE: _____



PLEASE RETURN TO:
P. O. Box 15315, Houston, Texas 77220
or scan to Lorry Harju at lharju@rebuildinghouston.org

Phone: 713-659-2511; Fax: 713-650-0871
IRS 501(c)(3) Tax Exempt Number: 76-0027902

IN-KIND DONATIONS

IN-KIND donations must meet the standard charitable organization rules as outlined by the Federal Accounting Standards Board which includes:

Current standards of the FASB require that contributed services be recognized and recorded. The following criteria must be met: (1) The donation must be useful. (2) The service creates or enhances a non-financial asset. (3) The services require specialized skills and are provided by individuals with those skills.

Providing IN-KIND services and materials require review and approval from Rebuilding Together Houston management staff prior to acceptance. Only signed, approved donation forms are acceptable as acknowledgement of in-kind donations.

Instructions for completing the IN-KIND DONATION FORM:

1. Provide detailed information related to the description of the item or service being donated. For printing donations, include specific number of pages, packets or other items that are being considered. For other material items, include specific quantities being considered. No financial donations are considered in-kind donations.
2. The Estimated Fair Market Value must be completed by the donor. RTH cannot place a FMV amount or interpret the value of any non-financial donations.
3. Provide information related to the donor including name, organization, address and other contact information.
4. Send the completed form to Rebuilding Together Houston for review and approval. A copy of the approved form will then be returned to the donor. A copy of all in-kind donations will be maintained at Rebuilding Together Houston's Finance Office for audit purposes.
5. Donations that cannot be accepted or fall outside the standard guidelines for acceptance will be rejected. A letter will be sent to the donor to inform them of the decision.