



CHEYNEY UNIVERSITY OF PENNSYLVANIA  
Gift-In-Kind Contribution Form

DATE: \_\_\_\_\_

Donor Information \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ email \_\_\_\_\_ fax \_\_\_\_\_

Gift Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_

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Please return this form to:  
Marsha M. Brown  
Cheyney University  
Business Development and Communications  
1837 University Circle  
P.O. Box 200  
Cheyney, PA 19319-0200  
(610) 399-2186

This form is not a receipt for a contribution but intended for internal record keeping purposes only. A receipt describing the items donated will be mailed to the address above. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. A donation of services, although deeply valued by Cheyney University, is generally not considered a tax deductible item by the IRS. Please consult your tax advisor to determine the tax implications of your gift.