

Charitable In-Kind Gift Tracking Sheet

Use this sheet to record and track non-cash (in-kind) contributions received by the organization. This document is formatted for printing and physical record-keeping.

Organization & Tracking Period Information

Organization Name: Tax ID / EIN:
Reporting Period: Prepared By:

In-Kind Gift Registry

Date Received	Donor Name & Contact Information	Description of In-Kind Gift (Goods, Services, Equipment)	Estimated Fair Market Value (\$)	Intended Use / Program Assigned	Received By (Staff Initials)
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Approvals & Reconciliation

The signatures below certify that the listed in-kind gifts have been officially accepted, verified for valuation accuracy, and recorded in accordance with accounting standards.

Authorized Sign-off Name: Signature: Date:
Finance / Audit Approval: Signature: Date: