

Anonymous Gift in Kind Donation Record

This form is used to record non-monetary (gift in kind) donations received from anonymous donors for inventory and accounting purposes.

1. General Information

Date Received:

Received By (Staff Name):

Receiving Location/Department:

2. Description of Donated Items

Item Description	Quantity	Estimated Value (per item)	Condition (e.g., New, Used)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Estimated Value of Donation:

Method of Valuation (e.g., Donor Estimate, Market Value, Appraisal):

3. Intended Use & Storage

Intended Use of Gift:

Storage/Current Location of Gift:

4. Internal Acknowledgement and Sign-Off

By signing below, the receiving representative acknowledges physical receipt of the items described above on behalf of the organization.

Authorized Representative Name:

Signature:

Date Signed: