

Gifts-in-Kind / Project Sales Report
(Gifts-In-Kind *must be approved in advance* to receive credit)

Date _____

District _____

Item Donated _____

Description (complete all that apply)

Make & Model No. _____

Serial No. _____

Quantity _____

Dimensions _____

Estimated value of gift _____

How was value established? _____

Any restrictions? _____

Donor Name _____

Donor Address _____

Donor Phone/Email _____

Acknowledgement Written (attach copy) _____

Approval of Director of Finance Services _____

Approval of Director of Field Services _____

Approval of Camping Director (if camp item) _____

Approval of Business Manager _____

For Bookkeeping Use Only

Operating _____

Capital _____

Resale _____

General _____

Office _____

Camping _____

Camp _____

General Ledger No _____

Posted By _____

Date _____

White - Business Manager
Yellow - Director of Finance

Pink - Camping (if applicable)
Gold - District Executive/District Director/Field Director