

**REGINA COELI CHILD DEVELOPMENT CENTER\*  
IN-KIND DONATION RECORD**

MONTH/YEAR: \_\_\_\_\_/20\_\_\_\_\_

CENTER: \_\_\_\_\_

DONOR'S NAME (PRINT LEGIBLY) \_\_\_\_\_

DONOR'S SIGNATURE: \_\_\_\_\_

DONOR'S ADDRESS: \_\_\_\_\_

Date	Detailed Description of Donation	Units/ Quantity	Unit Cost/FMV	Total Cost/FMV	TO BE USED IN HEAD START FOR:

\*RCCDC is a 501(c)(3) organization and your generous donation is tax deductible.  
Please retain a copy of this form for your records.  
Federal Tax Identification Number 72-0680604

	TOTAL FOR THIS FORM
	GRAND TOTAL (FOR MULTI PAGE DONATIONS)
Grantee Office use only:	

\* All Head Start donations need to be reasonably documented and fairly valued. If items are NEW a receipt, catalog or internet price should accompany a donation. If a donation is USED the Fair Market Value (FMV) should be determined by using and attaching valuation source documents.

**I certify that above listed donations are allowable, necessary, and reasonable for the operation of a Head Start/Early Head Start program.**

Receiving STAFF Signature \_\_\_\_\_ Date: \_\_\_\_\_ Page \_\_\_ of \_\_\_

GoEngage Recorder (printed) \_\_\_\_\_ Date \_\_\_\_\_