



PARTNERSHIP FOR SUCCESSFUL LIVING DONATION ACKNOWLEDGMENT

PLEASE PRINT LEGIBLY

THIS SHEET MUST BE COMPLETED BY DONOR AND/OR STAFF TO ACCEPT ANY TYPE OF DONATION

AGENCY (circle one): Harbor Homes Healthy at Home GNCA/Keystone Hall So. NH HIV/AIDS Task Force

Other _____

Basic Information—To be Completed by Donor (if present) and/or Agency Staff

FULL NAME OF DONOR(S): _____ Mr. Mrs. Ms. Dr. Other: _____

STREET ADDRESS OF DONOR: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE NUMBER: _____

Preferred method of contact (circle one): **PHONE** **EMAIL** **MAIL**

Would you like to make this an anonymous donation? **YES** **NO**

ACKNOWLEDGMENT TO (if different than donor): _____

To be Completed by DONOR For IN-KIND DONATIONS ONLY

- This section **MUST** be completed and signed by the donor in order to accept any in-kind donations.
- Please see reverse side for in-kind donation policies and value estimator.
- Items valued at \$500 or more must be itemized, attach additional sheets of paper if necessary.

Description of Items (include quantities): _____

Estimated Fair Market Value (must be supplied by donor): \$ _____

Do you wish to receive a written acknowledgement/receipt for your donated item(s)? (Circle One) **YES** **NO**

Donor Signature: _____ **DATE:** _____

To Be Completed by Agency Staff

(Note: If not on site, please scan and email completed forms w/attachments to donations@nhpartnership.org or FAX to 603-595-7414, ATTN: DEVELOPMENT)

RECEIVED BY: _____ DATE: _____ SITE DONATION RECEIVED AT: _____

COST CENTER/USE (ACCT): _____ NOTES: _____

To Be Completed by Agency Staff for MONETARY DONATIONS ONLY (*Attach Copy of Check/Notes*)

DATE RECEIVED: _____ AMOUNT RECEIVED:\$ _____ TYPE (Check, CC, Cash, Online): _____ CHECK#: _____

NOTES: _____

Staff Signature: _____ **DATE:** _____

In-Kind Donation Acceptance Policy

In order to accept any in-kind donations, the form must be filled in completely and signed. The Partnership for Successful Living affiliated agencies **cannot** assign a value to any donated items; this is the responsibility of the donor. A value estimator (below) has been provided to help the donor determine values. These are suggestions only.

Agency staff reserve the right to refuse donated items. Agencies use donated items in ways that will best meet the charitable purposes of our nonprofit corporations. Please note that donated items may be sold or otherwise liquidated. All proceeds shall continue to be used for charitable purposes.

The following items **CANNOT** be accepted for donation:

- Clothing (Winter coats OK, only in season)
- Used Mattresses of any kind and/or Used Bedding
- Appliances not in working order and/or over 5 years old
- Computers over 3 years old. Computers are at the discretion of the IT Department.
- Oversized furniture
- Broken furniture/furniture in poor condition (tears, stains, etc.)
- Sleep Sofas
- Furniture in general is accepted on a case by case basis, as we have no dedicated storage for donations

Federal Income Tax Regulations require donors claiming deductions for charitable contributions consisting of property other than cash worth more than \$500 to file Internal Revenue Service Form 8283, Non cash Charitable Contributions. The form can be found at <https://www.irs.gov/pub/irs-pdf/f8283.pdf>

For detailed information from the IRS on determining the value of donated property, please download the following IRS publication: <https://www.irs.gov/pub/irs-pdf/p561.pdf>

Value Estimator

Coats-Winter	12.99
Head & Foot Board	29.99
Bicycle	9.99
Chest	29.99
China Cabinet	49.99
Chair (upholstered)	14.99
Coffee Table	24.99
Dresser w/ Mirror	39.99
Desk	24.99
End Table	14.99
Kitchen Table	39.99

Kitchen Chair	6.99
Saucer	.49
Plate	.99
Glass	.49
Serving Piece	1.99
Coffee Mug	.49
Cookie Tin	.49
Pots 'n Pans	3.99
Plastics	.49
Silverware	.10
Gadget	.49
Canning Jar	.49
Toaster	2.99

Coffee Maker	2.99
Electric Skillet	2.99
Crock Pot	3.99
Microwave	6.99
Radio	3.99
Stereo	4.99
VCR	4.99
Lamp	4.99
Hard drive (100GB)	25.00
Monitor Flat Panel Standard	100.00 20.00
Keyboard	10.00

Mouse	10.00
Printer Inkjet Laser	35.00 60.00
Scanner	20 - 100
Laptop	100.00 - 200.00
Hard Cover	1.79
Soft Cover	.89
Children's Videos	.59 .99
CD / DVD	1.99
Exercise Equipment	14.99

Partnership for Successful Living:

Harbor Homes; Southern NH HIV/AIDS Task Force; Greater Nashua Council on Alcoholism/Keystone Hall; and Healthy at Home

A collaboration of affiliated not-for-profit organizations, providing southern New Hampshire's most vulnerable community members with access to housing, health care, education, employment, and supportive services.

Administrative offices located at 77 Northeastern Blvd, Nashua, NH, 03062
www.nhpartnership.org

