

REQUEST FOR IN-KIND DONATION (online version)

This form is to be used if you are seeking to **donate goods to the church and do not wish to be reimbursed.**

Your gift will be reported on your annual giving report and by filling out this form, you will help us to properly record and acknowledge your generous gift. Thank you very much for making an in-kind donation to Wayne Presbyterian Church. If you have any questions, please contact the office at 973. 694. 7109.

Step 1: Fill out the requested information below.

Step 2: Attach original receipts for purchased items to the form.

Step 3: Submit this form and receipts to the church office and place in the mailbox for **FINANCIAL SECRETARY.**

Donation and Donor Information (To Be Filled Out By Donor)

Person Making Request:	Today's Date:	Your Signature:
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To be filled out by Donor

To be filled out by Ministry Team Leaders

Purpose of Donation	Value of the Donation	Ministry Team	Account Name	Account Code
Total From Back	\$			
Total	\$			

SIGNATURE OF FINANCIAL SECRETARY/MANAGER/TREASURER

(ADDITIONAL SPACE ON BACK OF FORM)

Purpose of Donation	Value of the Donation	Ministry Team	Account Name	Account Code
Total On Back	\$			