

Office of Development  
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Portsmouth, Virginia 23703  
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[www.grovechurchva.com](http://www.grovechurchva.com)



## In-Kind Donation Form

Thank you very much for making an in-kind donation to Grove Church. This form will help us to properly record and acknowledge your gift. If you have any questions concerning your contribution, please contact Margaret DePena at 757.967-9657 or [mdepena@grovebaptistchurch.com](mailto:mdepena@grovebaptistchurch.com).

### **Donation and Donor Information (to be filled out by donor):**

I/we wish to donate the following items to Grove Church, as described below:

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Estimated Value of the Donation<sup>1</sup> : \$ \_\_\_\_\_ Date of Donation: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Special Instructions, if any, including designated program, if any. Attach additional pages if necessary:

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Signature of Donor: \_\_\_\_\_

### **Disbursement Information (to be filled out by Grove Church)**

Program/Department: \_\_\_\_\_ Program Contact: \_\_\_\_\_

Account Code: \_\_\_\_\_

Development Dept Approval: \_\_\_\_\_

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<sup>1</sup> The IRS requires, for our records and yours, that an estimation of the dollar amount of a non-cash contribution be given. IRS publication 563, *Determining the Value of Donated Property* is helpful for individuals, partnerships, and corporations who make non-cash contributions. If a non-cash contribution exceeds \$500, the taxpayer must file IRS Form 8283.