



INTERNATIONAL  
SCHOOL OF LOUISIANA

# Gifts-In-Kind Donation Form

Form must be completed and submitted to the appropriate department head for approval. No gift-in-kind can be accepted without prior approval. Acknowledgement letter will be sent upon receipt of gift.

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

Company/Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of item: (Please feel free to attach additional sheet if needed. Please be sure to include receipt on purchased items.)

Item Description	Quantity	Donor Assigned Value	Appraised Value

### HOW WAS VALUE DETERMINED?

BY DONOR

AUTHORIZED APPRAISER

RETAIL VALUE

International School of Louisiana  
1400 Camp Street  
New Orleans, LA 70130

Tax Identification number: **72-1461891**

Please return completed form to the INTERNATIONAL SCHOOL OF LOUISIANA Office of Institutional Advancement

### Office Use Only:

1. Form Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

2. **Approved by:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

3. Donation Received by: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

4. Acknowledgement sent \_\_\_\_ Yes/Date \_\_\_\_\_

Entered in database \_\_\_\_ Yes/Date \_\_\_\_\_