NVCF issues all tax receipts for its funds for cash and cash equivalent gifts.

In the event of an in-kind gift, when a non-cash gift is received, please follow the instructions below:

1. You must issue a thank you note and receipt using the letter above as a template.
2. Please issue the letter AFTER the event or receipt of the gift.
3. Fill in the log for all in-kind receipts and submit to NVCF within 48 hours of the event.

Fund Name:

Fund Code:

Date:

Advisor/Contact name:

Event Name:

Event Date:

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| --- | --- | --- | --- |
| Donor Name | Gift Description | Date of Gift | Thank you sent |
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