



In-Kind Donations

In-kind donations refer to items donated by businesses or individuals in lieu of a cash contribution. For example, a movie theater could donate movie tickets for a drawing, or an individual could donate a bottle of wine for an auction.

The Combined Federal Campaign is able to issue letters acknowledging in-kind donations from area businesses or individuals to provide a tax record of that donation. The procedure is:

- 1) Contact Lara Long (phone and email information below) with the following information:
 - a. Business name (if applicable)
 - b. Contact name
 - c. Address
 - d. Item(s) donated
 - e. Estimated value of item(s) donated
- 2) Lara will issue a tax letter and either mail it directly to the business or individual, or return it to you via mail or email, depending on your preference.
- 3) Lara will respond to your request within 5 business days.

Please note: It is the donor's responsibility—not the PCFO's—to accurately determine the value of the donated item for tax purposes.

Local Federal Coordinating Committee
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Principal Combined Fund Organization
Lara Long, CFC Administrative Mgr.
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