

**IN-KIND DONATION REPORT**

Whenever equipment, vehicles, textiles or any other usable item is donated to Waukesha County Technical College (WCTC), the WCTC Foundation records and acknowledges the contribution for the District. This form should be completed and routed for appropriate Dean and Administrative signatures. Any questions, please call the WCTC Foundation office at 262-691-5202. PLEASE COMPLETE REQUIRED INFORMATION:

TO: WCTC Foundation, Inc. DATE: \_\_\_\_\_  
800 Main Street  
Pewaukee, WI 53072

FROM: \_\_\_\_\_ DEPT./INSTRUCTION UNIT: \_\_\_\_\_

NAME OF DONOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DATE ITEM(S) RECEIVED (OR ARRIVE) AT WCTC: \_\_\_\_\_

ITEM(S) PROVIDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE PRESENT VALUE OF DONATION: \_\_\_\_\_

SPECIFIC PROGRAM(S) TO UTILIZE DONATION: \_\_\_\_\_

WCTC CAMPUS AT WHICH ITEM(S) TO BE USED: \_\_\_\_\_

NAME OF WCTC EMPLOYEE  
RESPONSIBLE FOR SECURING DONATION: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (ASSOCIATE DEAN) (Date)

\_\_\_\_\_  
SIGNATURE (Dean) (Date)