

**MINNESOTA INTERNATIONAL CENTER  
IN-KIND CONTRIBUTIONS REPORT FORM**



Minnesota International Center  
A World Affairs Council  
711 East River Road  
Minneapolis, MN 55455  
Tel. 612.625.4421  
Fax. 612.624.1984  
www.micglobe.org

**A WORD OF EXPLANATION:** MIC is required to report the value of all in-kind contributions. A reasonable estimate of the fair market value of the goods or services you or your organization or company is providing is greatly appreciated.

I certify that I personally or the organization or business which I represent, \_\_\_\_\_  
(Name of Contributor or  
Contributing organization), has furnished the following goods or services to the above program as  
an in-kind contribution to the Minnesota International Center.

**GOODS**

Item(s) donated: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Discounts: Item: \_\_\_\_\_ Full Price: \$ \_\_\_\_\_ Discounted price: \$ \_\_\_\_\_

*Note: The donation of goods may be tax deductible. Please consult your tax preparer for further information.*

**SERVICES or USE OF FACILITY or USE OF EQUIPMENT (Please attach invoice)**

TIME: \_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour = Total: \$ \_\_\_\_\_

FACILITY: \_\_\_\_\_ Value: \$ \_\_\_\_\_

PRINTING: (Brochures, invitations, etc.) \$ \_\_\_\_\_

PUBLICITY: \_\_\_\_\_ minutes of radio, TV time at \$ \_\_\_\_\_ per minute = Total: \$ \_\_\_\_\_

\_\_\_\_\_ inches of newspaper space at \$ \_\_\_\_\_ per inch = Total: \$ \_\_\_\_\_

EQUIPMENT: Kind: \_\_\_\_\_ Value: \$ \_\_\_\_\_

*Note: The donation of services or usage of a facility or equipment MAY NOT BE TAX DEDUCTIBLE. Please contact your tax preparer for further information.*

OTHER CONTRIBUTIONS: Please specify kind and dollar amount \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

Name and title: \_\_\_\_\_  
(of certifying officer)

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

Phone/e-mail: \_\_\_\_\_

Signature: \_\_\_\_\_  
(of certifying officer)

**For Office Use Only**

Project: \_\_\_\_\_ Project Manager: \_\_\_\_\_

Reason service used: \_\_\_\_\_

Budgeted service:  Yes  No Line Item Replaced: \_\_\_\_\_