**GOSP Donated Materials Tracking Form**

Project Title: Project # \_

Donor: Phone #

Address:

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

Values of materials included in the matching share of a project budget should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of materials shall indicate the fair market value by listing comparable prices and vendors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Donated Materials or Supplies** | **Fair Value of Donation** | **Comparative Value** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Value of Donation . . . . . . . . . . . . . . . . . . . . . . . . .** | | $ |  |

Signature of Person Donating Date

­ \_\_\_\_\_\_\_\_\_\_

Signature of Grantee (Name and Title) Date