

ENTERPRISE ZONE CONTRIBUTION PROJECTS



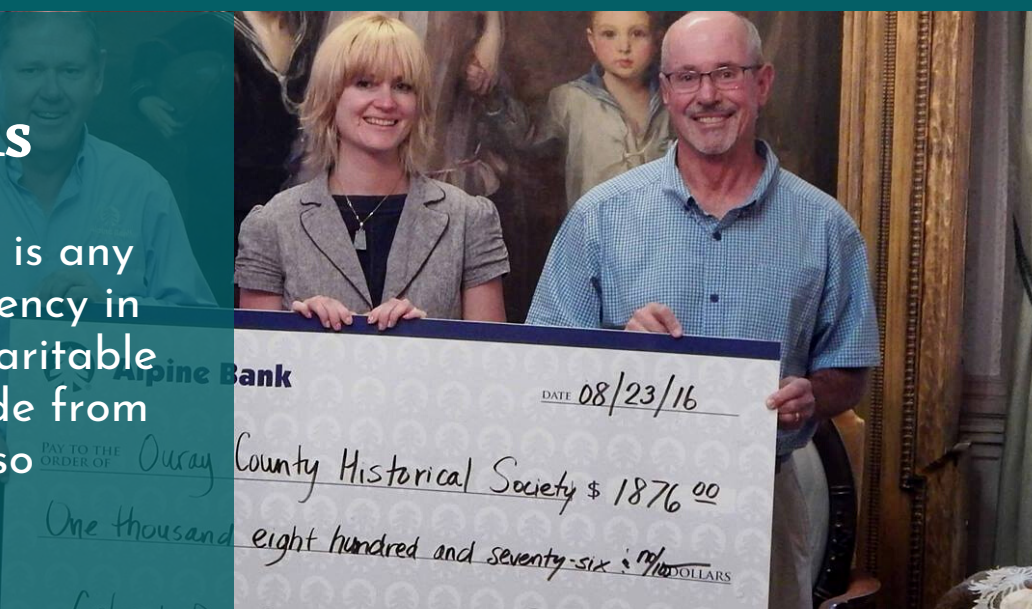
Contributions & Documentation

WHAT YOU NEED FOR APPROVAL

MONETARY Cash, Checks, Debit/Credit & Pledges DONATIONS \$5000 AND UP REQUIRE DOCUMENTATION

Cash, Checks, Debit/Credit, IRAs

A monetary contribution is any contribution of U.S. Currency in any form. A qualified charitable distribution of cash made from an IRA to a project is also considered a monetary contribution.



Pledge Donations

ON-GOING DONATIONS

Do you have pledged donations? Enter multiple pledges from the same donor individually or combine them into one at the end of the year. *If the donor is receiving anything with their pledge, like a membership/event ticket, you must deduct the value of the such from their contributed amount.



IN-KIND Services, Venues, Stocks & Goods ALL IN-KIND CONTRIBUTIONS REQUIRE DOCUMENTATION

Services or Venues

INVOICE & PRICE SHEET

Services and venues are acceptable contributions. We will need to see and invoice from the contributor showing the services/venue donated with a line item showing the donation. A price sheet of the retail value of the service or space is also requested to show proof that it is a service or space that is regularly performed/booked by the contributor.



Stock Transfers

TRANSFER DOCUMENTATION

We will need documentation from an advisor/broker that shows the transfer of stock from the contributor to the contribution project including the stock name, number of shares and date of transfer. The value of contribution is based on the value of stock on the date of transfer.



Physical Goods & Auction Items

RECEIPT OF THE VALUE OF ITEM

Remember, we must have proof of the value of the item being donated. Items donated for auctions can be claimed by the person donating the item to the auction not the person receiving the item from the auction.

