Northern Lights College

Gift In-Kind Form
(Donation to NLC)

All staff/faculty need to complete this form when offered a donation to NLC to determine if gift will be accepted.

Description of Item: _____

Program: _____

Donor: _____

Requesting Charitable Tax Receipt: ☐ Yes ☐ No

Estimated Value: _____

If clicked yes, and value over $1,000, a third party evaluation will be needed.

Description of gift and use in course/program/department.

Staff/Faculty Signature: _____

Send to Supervisor.

Supervisor Review:

- Installation requirements
- Need
- Maintenance
- Program Matching
- Relevance
- Impact on Budget

Review Completed: ☐ Yes ☐ No

☐ Approved and sent to Senior Executive ☐ Denied (ensure reasons why included above)

Supervisor Signature: _____

Submit to Senior Executive.

Additional Comments

Approved: ☐ Yes ☐ No

Senior Executive Signature: _____

Submit to Finance Manager and Executive Director of Foundation.

Updated January 28, 2026