



KCHU.org

**KCHU: Community Public Radio
Prince William Sound and Copper River Basin**

PO Box 467 Valdez, Alaska 99686 ph: 907-835-4665 fax: 907-835-2847



170 AM Valdez * 88.1 FM Cordova * 88.3 FM Whittier * 89.7 FM McCarthy * 90.5 FM Glennallen

Date

Dear Donor,

Attached please find a template that may be used to certify that you have made your donation to our station. In some cases, we have contracts or other correspondence with donors that document their *intention* to make a donation, but this form is used by the donor to certify for us that the donation has actually been made. This is essential for our required record keeping and may be substituted for a donor's invoice.

Please insert your company logo on the top right corner of the form, complete each section, and sign and date.

Please note that this *documentation should be provided by the donor at the time the donation is delivered to the station.*

In-kind contributions, including in-kind trades, are an important source of support for stations like ours.

Please return this form to:

KCHU

PO Box 467

Valdez AK 99686

Thank you for providing this necessary certification.

Sincerely,

Susan M. S. Bergstrom

KCHU

Please insert your company logo here

In-Kind Donations

Certification of Goods and Services Delivered

The donor identified below has provided the following goods and/or services as an in-kind donation to KCHU Terminal Radio Inc on the date and as specified below.

Donor _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone/Email: _____

1. Date of the donation: _____

(If the donation is made in several installments, the donor may either provide a single certification after providing the last installment, or an individual certification with each installment.)

2. Please itemize the goods and/or services donated below:

3. Please identify the market value of the donation at the time of the donation:

4. Please identify the method used to calculate the market value of the donation.

(Attach any documentation necessary to confirm the value of the donation. For example, if donating legal/professional services, identify the standard hourly rate, and number of hours worked.)

The donor represents and warrants that the above donation was delivered as described.

Donor Name: _____

Title: _____

Signature: _____



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