



Operations Manual

Governed By: Fiscal	Effective Date: 04/01/2013
Procedure: In-Kind # 5	Updated Last: July 2013
Purpose: To ensure accurate and timely of all services, contributions, etc that qualify as in-kind for the various CEO programs	
Refer to Policy #:	

Summary:

In-kind is the reporting of the value of products of services that CEO received at not charge from the community for items and services we would normally pay for. In-kind is an integral part of various programs. Please follow the guidelines outlined below when completed in-kind form:

- Note the agency program that the donation is for.
- Include the name of the person making the donation and the organization they represent if applicable.
- Personal services refer to professional services provided by CEO, such as a lawyer, teacher, assistant, etc. Be sure to fully describe the services rendered. The fiscal department keeps a list of in-kind rates to apply to each service.
- Other on the form is used for supplies, toys, food or any other tangible item received. Be sure to provide a detailed list of the items donated and the estimated value of the items.
- Date, signature and witness **must** be on the form that is forwarded to fiscal.
- Please forward all in-kind sheets on a weekly basis to fiscal to ensure that they are processed and recorded timely.



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Program or Site:	Effective Date:
Procedure:	Updated Last:
Purpose:	

Summary: