

**Gift-in-Kind Donations:
Donation Process**

1. FTCC Department receives notice or intent of donation from donor. Anyone may donate either directly or by contacting a department.
2. FTCC Department alerts FTCC Foundation of donation intent through e-mail: foundation@faytechcc.edu or by phone x88441.
3. The donor will need to complete a gift in kind (GIK) form.
4. Delivery must be coordinated AFTER the GIK form has been completed and received.
5. The donor will receive a tax receipt for the donation for that year’s tax purposes.