



Tax Receipts for Donations

If you drop off items before receiving the email described in step 5 below, your donations become anonymous. You will not receive a tax receipt for anonymous donations. Please follow these instructions to obtain a tax receipt:

1. Email Holly Mills (hcmills@tntech.edu) with a list detailing each item you would like to donate, including title, ISBN#, publication date, and its condition.
2. Within four weeks, Holly will email you the list of the items we will accept for our collection and a Gift-In-Kind form.
3. On the Gift-In-Kind form, please complete the Donor Information and the Gift-In-Kind Information sections. This form requires an estimated value of the items we will add to our collection. Please determine this by finding the new or used price on Amazon as appropriate.
4. Email the completed Gift-In-Kind form to Sharon Holderman (sholderman@tntech.edu). The form will be routed for final university approval.
5. Once it is approved, Sharon will notify you via email and coordinate when you should bring in your donation.
6. When you bring in the approved items, you will receive a copy of the approved Gift-In-Kind form for your records. If you want to also bring the items we will not be adding to our collection in a separate box, we can put them on our free cart.