



Special Olympics Montana

Gifts in Kind Procedure

If you accept a gift-in-kind (GIK), please be sure to send the invoice to Amy Sterling. Once she receives it, she will enter it into NXT and then send a tax receipt to the donor.

The invoice **MUST HAVE** the following information:

- Business Name (if applicable)
- Contact person's name (for the business OR the person who is donating)
- Mailing Address
- Description of goods or services that were donated
- Total value of what was donated
- The event or reason for the gift (Examples 2023 SSG)

Nice to have on the invoice:

- Phone number
- Email address

If your GIK is a partial donation, send Amy Sterling a copy for the GIK portion and send another copy to whoever usually pays your invoices.

When a business gives you a receipt, please check it over for the required information before you accept it! Just write it in if it's not printed there.

**You are welcome to scan/email; take a picture/text; or mail your GIK invoices:
Amy Sterling – 406-899-4307 – asterling@somt.org – SOMT - PO Box 3507, GF, MT 59403**

If the business or person who is donating doesn't typically make invoices, there is a [template](#) you can use for them – just get them to sign the bottom of the invoice. *The linked invoice template is fillable, or you may print it and fill it out by hand.*



Special Olympics
Montana

Gift In Kind Invoice

Special Olympics Montana
PO Box 3507 – Great Falls, MT 59403
406-216-5327

Event/Purpose:

Business Contact Person	Contact Phone	Contact Email Address

Qty	Description	Unit Price	Line Total
		Subtotal	
		Total Value	

Business Name:

Business Address:

Signature of Business Contact: _____

Date: _____

Special Olympics Montana Contact Person: