

MIAMI-DADE COUNTY COMMUNITY ACTION AGENCY: IN-KIND REPORT

NAME: _____ (DONOR OR CLIENT) — Circle One

ADDRESS: _____ APT. No. _____

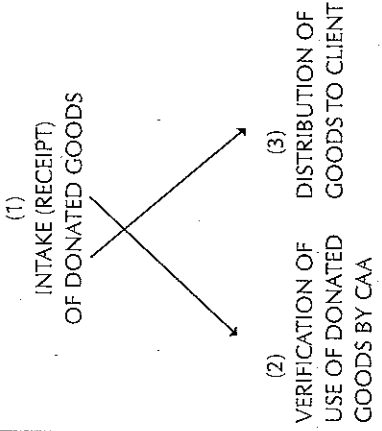
CITY: _____ ZIP: _____

TELEPHONE: _____

DONOR AFFILIATION: _____
(If applicable, name of organization, club making donation)

MONTH DAY YEAR CENTER OR PROGRAM

This form can be used for any one of three purposes. Please CIRCLE the appropriate use, as listed BELOW.



ITEM (DESCRIPTION)	NEW	USED	Date / Items distributed to client	CODE # (see back)	QUANTITY	VALUE	FOR OFFICE USE ONLY

(1) INTAKE (RECEIPT) OF CONTRIBUTED GOODS

Receipt of the above goods and/or services is hereby acknowledged by the undersigned authorized employee. If is understood that this contribution will be counted as part of the non-Federal share required by our Federal grants.

DONOR'S SIGNATURE: _____ Date: _____
Authorized Employee: _____ Date: _____

(2) USE BY CAA OF DONATED GOODS (CENTERS, CENTRAL OFFICE, ETC.)

Verification of the use of donated goods and/or services by CAA (Centers, Central Office, etc.) is hereby acknowledged by the undersigned authorized employee

Authorized Employee: _____ Date: _____

(3) DISTRIBUTION OF CONTRIBUTED GOODS TO CLIENT

DISTRIBUTION of the above goods is hereby acknowledged by the undersigned authorized employee.

CLIENT'S SIGNATURE: _____ Date: _____
Authorized Employee: _____ Date: _____

CODES**1. CONSUMABLE SUPPLIES: Those distributed to CLIENTS**

CLIENT: goods distributed to individuals for their personal use or consumption on their own time — CLIENT GETS

Clothing (including uniforms) 3220-02
 Food 3440-02
 Household items:
 Appliance, small 8530-02
 Appliance, major 8530-03
 Furniture 8530-01
 Furnishings, other 8530-04
 Linens (beddings) 3230-02
 Miscellaneous (not listed elsewhere) 3800-07
 Playground supplies 3610-02
 Tickets, passes, admissions 3800-03
 Toiletries 3800-06
 Toys 3800-05

2. CONSUMABLE SUPPLIES: Those donated to Centers for use in the Centers, or by CAA

This category includes goods donated for use by (1) staff or (2) in the centers of (3) within other agency-sponsored activities. (CAA KEEPS)

Classroom supplies 3999
 Clothing (including uniforms) 3220-01
 Food 3440-01
 Food Service (Head Start only) 3420
 Linens (beddings) 3230-01
 Medical, Dental and First Aid Supplies 3510
 Miscellaneous (not listed elsewhere) 3800-07
 Office Supplies 3010
 Playground Supplies 3610-01
 Postage 2110
 Printing 2410
 Printing and Reproduction Supplies 3710
 Publications 3020-01
 Recognition costs & supplies 3800-01
 Special supplies, other 3800-99
 Tickets, passes, admissions 3800-02
 Toys 3800-04

3. EQUIPMENT (Lease, Purchase, Rental)

Maintenance contracts 2340
 Office furniture & equipment, SMALL 3810
 Rent of equipment 2720
 Repairs of equipment 2510
 Vehicle maintenance/operations 2320
 LARGE ITEMS MUST BE ENTERED ON INVENTORY IF
 (a) life expectancy one year or more and
 (b) CSA: \$50 + or (c) All others: \$100
 Office equipment, furniture LARGE 8520
 Equipment, (all other) 8570

4. FACILITIES (Costs and Rentals)

Building: Alterations 8230
 Buildings/Grounds: Maintenance 3210
 Buildings/Land: Rental 2710
 Security 2530
 Utilities 2220

5. PERSONNEL SERVICES

Contracts & Consultant Services 2010-01
 Head Start Health Providers 2010-03
 JMH Employee Exams 2010-02

6. TRAVEL

Field trips (transportation costs only) 2640
 Local travel 4010
 Out-of-town travel 2610

7. OTHER COSTS

Communications (telephone) 2210
 Fees 4150