



## In-Kind Donation Form

NM MESA, Inc., a non-profit organization, is required by audit to report donation's list on its Financial Statements. In order to comply with this requirement, we request that you complete the following information and return by August 15, 2010 to the following address:

**NM MESA, Inc., 2808 Central S.E., Albuquerque, NM 87106 or fax to (505) 366-2529**

For questions, please contact the NM MESA Accounting Office @ 505-366-2500 or 1-800-544-2617

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Building and Office Space Usage:</b> Number of hours for building and office space usage donated annually to NM MESA</p>	
<p><b>Transportation, Lodging &amp; Food:</b> Transportation: number of miles driven, round trip, where the use of school vehicles is donated for NM MESA activities. Lodging: actual cost of rooms paid for by the school in support of NM MESA activities. Food: actual cost of meals paid for by the school in support of NM MESA activities.</p>	
<p><b>Teacher Time (Dollar Value):</b> Teacher time: teacher's hourly salary (annual salary divided by the number of hours worked annually) x the number of hours worked on NM MESA activities.</p>	
<p><b>Substitute Pay for NM MESA Advisors:</b> Substitute pay: actual dollar amount your school paid substitutes to teach so NM MESA teacher advisors could participate in NM MESA activities.</p>	

(By signing, I verify the information listed above is accurate)

(Date)

*Your Support helps us fulfill our mission! Thank You!*

*NM Mathematics, Engineering, Science Achievement (NM MESA), Inc., a non-profit organization, empowers and motivates New Mexico's culturally diverse students with Science, Technology, Engineering and Math (STEM) enrichment. NM MESA, in partnership with schools and universities, prepares these pre-college students for college and careers in mathematics, engineering, science and related fields.*