



Report of Donations

Date of donation:

Event or budget line (if applicable):

Donor Name:

Donor contact information:

Address -

Email-

Phone-

Check here if donation letter is requested/ required

Summary of Donations: (Continue on back, if necessary)

Item(s)	Actual value
	(cash donation or new item with receipt)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Accepted by (signature & date): _____

Asst. Treas. received (signature & date): _____

** Use this form when accepting non-cash donations. This form should only be used for cash donations (in conjunction with the Deposit Form) when a donation letter is required.