



Donor Name: _____ Date: _____

Deposit to the Account of: _____
Project/Account Name

Purpose/Use:

Receipt #	Check # / Cash	Received from, Item donated if not cash or check	Amount
Deposit Total			

- Please submit all donations over \$1000 monthly.
- All donations need to have a letter stating how the donation should be used.
- We cannot asses a value to donated items.
- A thank you letter should be sent by the school/department to the donor.

Collector Signature: _____ Date: _____

Received/Verified by Bookkeeper: _____ Date: _____

Official Receipt No.: _____

Print two (2) copies and give both to the bookkeeper who will return one..