

CHECKLIST: DONATION FILING PROCEDURE

Date this Checklist started : ___/___/_____

Donor Name (if an individual):

Donor Business (if donated by a business):

Fill out ONE Checklist per each donation.

Use the following information to write a "THANKYOU RECEIPT" letter.

DONOR NAME:

BUSINESS NAME (if desired by donor):

CONTACT NAME (if employees, not owners):

Address: _____

Bus Phone: _____ Cell: _____ Res: _____

Email: _____ Website: _____

LEVEL OF DONATION:

CATEGORY OF DONOR:

ANONYMOUS (explain):

GIFT OR PRIZE VALUE given to Donor: \$

SERVICE VALUE to be provide to Donor: \$

NET DONATION AMOUNT (tax benefit value): \$ _____

ACCOUNTING INSTRUCTIONS:

- 1.
- 2.
- 3.
- 4.

SEND DONOR "THANKYOU RECEIPT" letter:

- 1.
- 2.
- 3.
- 4.

DEPOSIT Donation Check:

1. ___/___/_____ \$ _____
2. ___/___/_____ \$ _____
3. ___/___/_____ \$ _____
4. ___/___/_____ \$ _____

DEPOSIT into: _____% OPERATING FUND
_____% MULTIMEDIA FUND
_____% PROJECT FUND (Project: _____)
_____% SCHOLARSHIP FUND