

## Gift or Donation Record of Receipt

Donated Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Donated by \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Donated To \_\_\_\_\_

(Building, Department, Club, etc.)

Donation Secured by \_\_\_\_\_

How Will Donation Be Used: \_\_\_\_\_

(Please be specific) \_\_\_\_\_

\_\_\_\_\_

When Will Donation Money be Spent \_\_\_\_\_

Form completed by \_\_\_\_\_

(Please attach a copy of the check here.)