DONATION RECEIPT

Written acknowledgment of a charitable contribution

ORGANIZATION

Organization name _____ Receipt # _____

Address _____ EIN _____

Tax status: ☐ 501(c)(3) public charity ☐ Other: _____

DONOR

Donor name _____ Date received _____

Donor address _____

CONTRIBUTION

☐ Cash ☐ Check ☐ Card / online Amount $ _____

☐ Non-cash (goods / property) - description: _____

_____

For non-cash gifts, describe the items. The organization does not assign a value - the donor determines fair market value.

GOODS OR SERVICES PROVIDED IN EXCHANGE

☐ No goods or services were provided in exchange for this contribution.

☐ Goods or services were provided: _____ Estimated value $ _____

If goods or services were provided, the deductible amount is limited to the contribution minus their estimated value.

ACKNOWLEDGED BY

Authorized signature _____ Name / title _____

Date issued _____

Donor: keep this receipt with your tax records.

A written acknowledgment is required to deduct any single contribution of $250 or more. See IRS Publication 1771. Non-cash gifts over $500 also need Form 8283; items over $5,000 generally need a qualified appraisal.

DONATED ITEMS (donor's record for non-cash gifts)

ITEM DESCRIPTION	QTY	CONDITION	DONOR'S EST. VALUE

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