



This form is used to document a donation of product or service, a non-cash gift or personal donation that is purchased for the PTSA and does not require a reimbursement. Receipts will be provided by the Treasurer for donations (valued) at \$150 or greater or upon request.

TYPE OF DONATION: (Check one)			
<input type="checkbox"/>	Non-Cash: Goods or Services	<input type="checkbox"/>	Cash or Check Number:

DATE:		TOTAL VALUE/AMOUNT:	\$
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DESCRIPTION:

NAME OF BOARD MEMBER:	
BUDGET LINE ITEM (E.G. CARNIVAL, AFTER SCHOOL ART):	

ACKNOWLEDGEMENT TO:	Receipt Requested:	
Name/Company:		
Phone:	Email:	
Postal Address:		

DONATION RECIEVED BY:	
Name:	Email:

DONATION APPROVED BY (Board of Director's Signature):	
Name:	Signature:

FOR TRACKING PURPOSES: (Check and Initial as Completed)							
Date Received:		Receipt Provided:		Initial	Thank You Sent:		Initial