

DONATION FORM



Section 1: Donor Information

This is not a receipt letter for tax purposes. After you return this form to Edwards Center, a thank you letter/tax receipt, with our tax ID number on it, will be sent to:

Business/Organization Name: _____
Donor Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: Cell Home Work Phone: _____
Email: _____

Section 2: Donation Information

For each item donated, please complete all of the following information:

Please check the type of gift this donor gave:

This donor gave \$ _____ in cash check credit card
(Please put cash/check and this form in an envelope.)

This donor gave in-kind gift/s of goods or services, described below:
(We cannot thank the donor or send a tax receipt without this information)

Gift Description (furniture, etc.)	Gift Value (required for receipt)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Notes

Section 3: (Edwards Center Only)

Gift Received by: _____	Date: _____
Data Entered in Giftworks: (circle) _____ Y / N	Date: _____ By: (initials) _____
Tax Receipt: _____ Y / N	Date: _____ By: _____
Thank You Letter: _____ Y / N	Date: _____ By: _____
Add to Mailing List: _____ Y / N	Date: _____ By: _____

503.642.1581 Fax: 503.591.5577