

# 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