

Non-financial donation record								
(Part A) Personal details of donor: to be completed by donor								
Title:								
First name:								
Surname:								
Address:								
Address.								
Phone:					Mobile:			
Email:								
Details of item(s) being donated:								
Item type:								
Item description:								
Estimated Value:	\$			Privately	insured?	Y	′es [No
Signature:					Date:			
(Part B) For office use only: To be completed by employee who received donation								
Name:								
Name: Position:				Work loc	ation:			
	accep	ot item(s)?			ation:	1		
Position:	accep	ot item(s)?		Work loc		,		
Position: Manager approval to	accep	ot item(s)?		Work loc				
Position: Manager approval to Manager name: Employee signature:		ot item(s)?	record	Work loc	Date:			
Position: Manager approval to Manager name: Employee signature:	forwa	rd completed		Work loc Yes to the Exe	Date:	stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i>	forwal e only	rd completed		Work loc Yes to the Exe	Date:	stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use	forwal e only	rd completed		Work loc Yes to the Exe	Date:	stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use Register catalogue #:	forwal e only	rd completed		Work loc Yes to the Exe y the Exec	Date:	istant stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use Register catalogue #: Date of entry: Photo ID of items(s)	forwal e only	rd completed	leted b	Work loc Yes to the Exe y the Exec Total # of	Date: cutive Assi	istant stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use Register catalogue #: Date of entry: Photo ID of items(s) taken:	forwal e only	rd completed : To be comp	leted b	Work loc Yes to the Exe y the Exec Total # of	Date: <i>cutive Assi</i> <i>cutive Assis</i> <i>cutive Assis</i> <i>cutive Assis</i>	istant stant		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use Register catalogue #: Date of entry: Photo ID of items(s) taken: Item(s) labelled: Location of Item(s):	forwal e only	rd completed : To be comp Yes Yes	No	Work loc Yes to the Exe y the Exec Total # of	Date: <i>cutive Assi</i> <i>cutive Assis</i> <i>cutive Assis</i> <i>cutive Assis</i>	istant stant ken:		
Position: Manager approval to Manager name: Employee signature: <i>Please</i> (Part C) For office use Register catalogue #: Date of entry: Photo ID of items(s) taken: Item(s) labelled:	forwal e only	rd completed : To be comp Yes Yes	No	Work loc Yes to the Exe y the Exec Total # of	Date: cutive Assis utive Assis f Photos tal Date:	istant stant ken:		