Non-financial donation record

(Part A) Personal details of donor: to be completed by donor

Title:	
First name:	
Surname:	
Address:	
Phone:	**Mobile:**
Email:	

Details of item(s) being donated:

Item type:	
Item description:	
Estimated Value:	$ **Privately insured?** ☐ Yes ☐ No
Signature:	**Date:**

(Part B) For office use only: To be completed by employee who received donation

Name:	
Position:	**Work location:**
Manager approval to accept item(s)?	☐ Yes ☐ No
Manager name:	
Employee signature:	**Date:**

Please forward completed record to the Executive Assistant

(Part C) For office use only : To be completed by the Executive Assistant

Register catalogue #:	
Date of entry:	
Photo ID of items(s) taken:	☐ Yes ☐ No **Total # of Photos taken:**
Item(s) labelled:	☐ Yes ☐ No **Date:**
Location of Item(s):	
Letter of acknowledgment sent to donor:	☐ Yes ☐ No
Date sent:	
Signature:	**Date:**