



<b>Financial donation record</b>			
<b>(Part A) Personal details of donor: to be completed by donor or employee</b>			
<b>Title:</b>			
<b>First name:</b>			
<b>Surname:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Details of financial donation:</b>			
<b>Amount</b>			
<b>Method of payment:</b>	<input type="checkbox"/> Direct deposit	<input type="checkbox"/> Cheque	
<b>Signature:</b>		<b>Date:</b>	
<i>Once Part A is completed, please forward to Finance</i>			
<b>(Part B) For office use only: To be completed by Finance</b>			
<b>Name of Finance employee:</b>			
<b>Position:</b>			
<b>Donation:</b>	<input type="checkbox"/> Received	<b>Date:</b>	
	<input type="checkbox"/> Receipted	<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	
<i>Once Parts A &amp; B are completed please forward to the Executive Assistant</i>			
<b>(Part C) For office use only: To be completed by the Executive Assistant</b>			
<b>Register catalogue #:</b>			
<b>Date of entry:</b>			
<b>Letter of acknowledgment sent to donor with receipt:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Date sent:</b>			
<b>Signature:</b>		<b>Date:</b>	