

PTO Donation/Gift Form

This form acknowledges and confirms that no goods or services have been received in exchange for your donation/gift in kind. You should retain a copy of this acknowledgement for tax purposes.

Procedures:

- Fill out form below and attach all receipts. If donations were given for more than one PTO activity, please designate amounts for each activity.
- Return this form to the PTO Treasurer by email or through the PTO mailbox at either campus.

Date: _____ Amount/Value of donated item _____

Donation made by: _____

PTO activity for which donation was given: _____

Item(s) Donated: _____

Signature of PTO Treasurer: _____ Date: _____