

Donation Tracking Form

Date Received: _____

Received By: _____

Received From:

Name: _____

Street Address: _____

State: _____ Zip: _____

Phone Number: _____

Item:

Description (if car state year, make & model & VIN#) _____

Approx. Value: \$ _____

"Thank you" letter sent?

Copies Sent To:

Administrator

Accounting

Benevolence

Facilities

Final Disposition of Asset

Retain Asset

Sell Asset

Donate Asset

Discard Asset

\$ _____

Date : _____

Disposed of By: _____

Authorized By: _____

Copies Sent To:

Administrator

Accounting

Benevolence

Facilities

Recipient:

Name: _____

Street Address: _____

City: _____

State: _____ Zip _____

Phone Number: _____