

**Name and Address of Donor:**

**Date:**

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Newsletter _____	Christmas Doner _____
Not in Database _____	
<b>(office use only)</b>	

**Items Donated:**

**Value: \$** \_\_\_\_\_

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**Staff Member Who Accepted Donation:**

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It is **very important** that you gather **all** of this information for audit purposes.

If you do not get accurate information you will be responsible to find this information out. (ie: name and address)

Please send this form to Christy at the Administrative office as the donations are received.

Thank you!

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