MAIDU / EXCELSIOR PTC

DONATION RECORD

COORDINATOR USE ONLY

- ❑ *Copy to Event/Resource Coordinator*
- ❑ *Copy to Community Correspondence*
- ❑ *Copy to Treasurer*
- ❑ *Flier created for Distribution*

MONTH: _____

PREPARED BY: _____

EVENT: _____

DATE DONATION RECEIVED	DONOR	CONTACT	ADDRESS	ITEM(S)	VALUE	DATE THANK YOU MAILED

- *This form is to be completed by individuals accepting donations on behalf of PTC and using those donations for a PTC sponsored event.*

Form Revised 11/10/06