

Date: \_\_\_\_\_

**This section to be completed by the school:**

**1.0 DONOR**

Name of Individual/Firm/Association: \_\_\_\_\_

Address: \_\_\_\_\_ PO Box: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

**2.0 DONATION** (Indicate type of donation by checking boxes provided):

**2.1 Monetary Donation:** Amount: \_\_\_\_\_ ☐ Cash ☐ Cheque (must be made out to Foundation For Education)

☐ Visa # (16 digits) \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_

Date Received: \_\_\_\_\_ Purpose: \_\_\_\_\_

**2.2 Gift-In-Kind** a) Description: \_\_\_\_\_

b) Use: \_\_\_\_\_

c) Value: \$ \_\_\_\_\_ ☐ Proof of Value attached

Please provide proof of value to meet requirements of the Income Tax Act as follows:

☐ New Item: Provide copy of invoice or bill of sale which shows purchase price

☐ Used Item: Provide proof of fair market value by independent evaluator on their letterhead

**(It is the responsibility of the donor or the receiving school to supply the evaluation)**

Confirmation that this gift has been received by the school:

School Name: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

**3.0 TRANSMITTAL AND RECOGNITION:**

Please specify level of recognition expected by donor:

☐ Charitable Receipt ☐ Letter Only ☐ Anonymous (all donations are usually acknowledged in the Annual Report)

**This section is to be completed by the Administration at Foundation For Education:**

**4.0 AUTHORITY FOR TAX RECEIPT**

Amount Approved: \$ \_\_\_\_\_ Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5.0 RECEIPT ISSUED:**

Amount: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature (Accounting Dept.): \_\_\_\_\_