

DONATION ACKNOWLEDGMENT FORM INSTRUCTIONS FOR COMPLETION

Purpose: The Donations Acknowledgment form is a document developed to acknowledge the receipt of a donation provided to the Children's Division for the benefit of the children and families its serves.

Completion

This form should be completed by the accepting Children's Division employee and printed out on letterhead.

Donor's Name: Provide the name of the donor/contact person.

Donor's Address: Provide the address of the donor/contact person.

Donor's City: Fill in the donor/contact person's city.

Donor's State: Fill in the donor/contact person's state.

Donor's Zip Code: Fill in the donor contact person's zip code.

Fill in the Donor's Name.

In the space provided, specify the name of the donation.

The accepting CD employee should insert his/her name and title where specified, and provide their signature above their typed name.

Donation Type: The accepting CD employee should specify the type of donation, which includes but not limited to, the name of the item, description of the physical item, quantity, or service provided.

Donation Fair Market Value: The accepting CD employee should provide the fair market value that was obtained from the donor.

A copy of the CD-140 shall be placed with the CD-141 in a designated file at the Circuit Manager's office for a period of 5 years from the date of the Circuit Manager/designee signature date. This file shall be made readily available when request by either the Regional Office or Central Office.

Memoranda History: [CD06-42](#)