Home of HOPE
"We Make A Difference"

Official Donation Acknowledgement

Planning & Development Department

Instructions:

1. Form is to be completed in hand writing by the Donor, signed and dated.
2. Staff accepting the donation signs and dates the form giving receipt of the donation.
3. Monetary contributions of cash and checks will accompany this form.
4. Development Department will oversee delivery of donated item(s).
5. Submit completed form to the office of the Director of Planning and Development within 1 business day.
6. A Tax Deductible Charitable Contribution Letter will be issued within 3 business days of the date this form is acknowledged by the Development Director.

Donor Information: Name as to appear for recognition

Name: _____ _____

Address: _____ City/St./Zip: _____

Phone: _____ Spouse: _____

E-Mail: _____ Fax: _____

In-Kind Donation Information

Purpose: _____

Description Of Item(s): _____

_____

_____

Value: $_____ (Established by the above Donor) Date of Donation: ___/___/_____

Home of Hope, Inc. is a non-profit 501(c)3 organization, contributions are deductible for income tax purposes to the extent allowed by the Internal Revenue Service. The donor has the priviledge of determining the value of the gift.

Cash Donation Information

Amount of Gift: $_____ Payment Type: __Cash, __Check (payable to Home of Hope, Inc.)

__Visa, __MasterCard

Credit Card # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Exp ☐☐-☐☐-☐☐ _____ Signature Date

_____ _____

Donor Signature Date Received By Date

Return To: **Planning and Development Department, Home of Hope, Inc.**
P.O. Box 903, Vinita OK 74301 Office: (918) 256-7825, Ext. 168
Fax: 918/256-2478 Office Located at 960 W. Hope Road, Vinita Oklahoma

_____
Development Director Date