



Van Buren County 4-H Leaders' Association

219 Paw Paw Street, Suite 201, Paw Paw, MI 49079 Phone (269) 657-8213
Your gift is greatly appreciated and is federally deductible.

Date _____	Donation Value \$ _____
Company Name _____	Donated Item/Service _____
Company Rep _____	_____
Street _____	Event _____
City _____ State _____ Zip _____	Club _____
Phone _____	Family's Last Name _____
	Phone _____

RECEIPTS*

1. Fill in the current date (month, day, year).
2. Fill in the Company Name (if applicable).
3. Fill in name of the person in charge of making donation.
4. Fill in street address, include suite number if appropriate.
5. Fill in city.
6. Fill in state.
7. Fill in zip code.
8. Fill in the phone number for the contact person. Include the extension number.
9. Fill in the amount of money that was donated and/or retail value of item(s) donated.
10. Fill in with "cash, check & check number, or list items donated."
11. Fill in event with **4-H Auction**.
12. Write the name of your 4-H Club.
13. Write your family's last name.
14. Fill in your phone number

* **Bottom copy stays with the business making the donation. Top copy is given to your Key Leader or Auction Coordinator with the donated item and they bring that copy to the Extension office by January 13th!**

Please make every effort to complete receipts accurately.