



*****HOLIDAY STORE ONLY*****

Donation Intake Form

Please fill out completely and leave with all items donated to Moving in the Spirit

Description of item: _____

Date received: _____

Name of Donor(s): _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Value assigned: _____

Method used to assign value: receipt attached fair market value _____

Purpose of the donation: _____

Donor Signature: _____ Date: _____

Person receiving the item: _____

Please attach a copy of the receipt, invoice or price tag if available. Return completed forms to Samantha Lee at samanthal@movinginthespirit.org.

For internal Use

Etap.		Class	1097	Holiday Store
Exls.		Expense	509.25	Holiday Store
Ackn.		Income	401.930	Materials/Merchandise
File				
Acct				