



Governor's State Employees Food Drive



Receipt Information

Donors may want to receive a receipt at the time of their donation.

Attached you will find a tax receipt form. If an individual requests a receipt for tax purposes, complete a receipt for the amount of funds donated. If the employee donates goods, the receipt is given to the employee but **do not** write in a value. It is up to the donor to fill in the value of any goods they donate. You should keep a copy of all receipts for recording purposes.

Keep fund donations in a safe place until they can either be delivered to your Team Leader or taken to your Regional Food Bank.

Regarding Thank You Notes from the Oregon Food Bank Network...

- A person giving a donation by check that includes the person's name and address will receive a personal thank you that gives the amount of the contribution and is also a receipt.
- Contributions through payroll deductions are cost-effective. However, food banks are not able to send a personal thank you to state employees giving through payroll deduction unless the employee notes on their payroll deduction form that they would like an acknowledgement. The food banks receive a lump payment from each agency payroll department and are not provided specific information for each person by the payroll departments. Please use your paycheck stub as a receipt.
- If a Cash Designation Form accompanies a cash donation, and the contact information is complete, the food banks will send a thank you to the donor.

RECEIPT



**2012 Governor's State Employees Food Drive
(Benefiting the Oregon Food Bank Network)**



Donor: _____

Amount Donated \$ _____

Donation of in-kind goods or services described below (value determined by donor):

Food Drive Coordinator _____ Date _____
Signature

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