

## Donation Documentation Form

*You will receive 15 points for completing this activity*

Name: \_\_\_\_\_ Facility: \_\_\_\_\_

**Instructions:** Please use the below form to document items donated. If applicable, please attach receipts or other supporting documentation.

**Donation 15pts. / Max 45pts. MUST provide receipts**

Donation made to: \_\_\_\_\_ Date: \_\_\_\_\_

Donation type:

Compass Education Foundation

Cash

Food

Clothing

Toys

Blood Bank

Other: \_\_\_\_\_

**By signing below, I certify that I completed the activities indicated above.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_