



Foundation for Recovery In-Kind Donation Receipt

Date: _____

Donor or Company Name: _____

Company Contact (if applicable): _____

Telephone #: (_____) _____ - _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Estimated Value (as determined by donor): \$ _____

Description of Donation: _____

Special Delivery/Storage Instructions: _____

TO BE FILLED OUT BY FOUNDATION FOR RECOVERY STAFF

Received By: _____ Date: ____/____/____

Authorized Signature: _____ Date: ____/____/____

THANK YOU!

Substantiation Requirements

The Internal Revenue Service (IRS) requires gifts of property to charitable organizations must be properly substantiated. When a taxpayer donates property or goods and claims a charitable deduction, he or she must be able to prove that the donation was made, and establish how much the donated property or goods were worth at the time of contribution. To substantiate deductions claimed for charitable contributions of property or goods, the IRS requires the donor to obtain from the donee a receipt reflecting the donation, and to maintain the receipt in his or her files.

Retain this receipt for tax deduction purposes. No goods or services were provided in exchange for this contribution.