

Department of Veterans Affairs



DONATION Intake Form

Date Donation Received:

BY:____

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Donor Information
Organization and Individual's Name:
Organization's Unit/Post: American Legion Auxiliary
Mailing Address:
Daytime Phone Number in case we have questions:
Donation Description
M S Donation Amount Check Cash Money Order
Check Number: Check Date: Receipt#:
E Split (1) \$ (2) \$ (3) \$
T General Post Fund # # #
R Earmarked:
■ In Memory of:
Total Estimated Value Item(s) OR Activity
N Please give a brief description of the item(s) donated:
K
N
D
Indext Indext Indext Image: Complete by VAVS STAFF - Image: Complete by VAVS STAFF - Image: Complete by VAVS STAFF -
VSS DONATION # DATE POSTED IN VSS : EXCEL
Donor Wishes to receive Acknowledgement: Yes or No (circle One if NO do not send Letter) Acknowledgement Date: ☐ Mailed ☐ Handed to Donor
Disposition - what did we do with the in-kind donation/how was it used: