

**Donation Receipt for Shepardson Elementary School PTO**  
1501 Springwood Drive, Ft. Collins, CO 80525 Tax ID # \_\_\_\_\_

Donation description: \_\_\_\_\_  
\_\_\_\_\_

Retail value \$ \_\_\_\_\_ Donation type:  Gift certificate  Product  Service  Cash

Item exchangeable?  Yes  No Expiration date: \_\_\_\_\_  
(PLEASE no earlier than one year from donation date, no expiration date if possible)

List **ALL** additional specifications and restrictions (specific dates or locations, sizes, limitations, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

---

Business or individual donating: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Donor contact (name & title of individual authorizing donation): \_\_\_\_\_  
Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you sincerely for your support! All items donated to Shepardson PTO are deductible for tax purposes at their present market value. Determining the fair market value is the responsibility of the donor. Shepardson PTO has not provided any goods or services, whole or in part, in exchange for property contributed.*

Keep top portion for your records.

---

**Donation Receipt for Shepardson Elementary School PTO**  
1501 Springwood Drive, Ft. Collins, CO 80525 Tax ID # \_\_\_\_\_

Donation description: \_\_\_\_\_  
\_\_\_\_\_

Retail value \$ \_\_\_\_\_ Donation type:  Gift certificate  Product  Service  Cash

Item exchangeable?  Yes  No Expiration date: \_\_\_\_\_  
(PLEASE no earlier than one year from donation date, no expiration date if possible)

List **ALL** additional specifications and restrictions (specific dates or locations, sizes, limitations, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

---

Business or individual donating: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Donor contact (name & title of individual authorizing donation): \_\_\_\_\_  
Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you sincerely for your support! All items donated to Shepardson PTO are deductible for tax purposes at their present market value. Determining the fair market value is the responsibility of the donor. Shepardson PTO has not provided any goods or services, whole or in part, in exchange for property contributed.*

Return bottom portion with your donation.