

Donated Items Acknowledgement

Instructions

Please complete this form to help MKESA accurately track donations. Either send to main office in an envelope marked "Attn. Paul Franco, MKESA Treasurer" or mail to Patricia Duran-Smith, 142 Parkview Pl, Mount Kisco, NY 10549. The Treasurer will sign this form and return it to you or an outside donor to substantiate the donation.

Use this form

To report for tax purposes any items you have received as a donation to a MKESA event or program.

Committee Member: _____

Mailing Address: _____

Event/Description: _____

Event Date: _____

Today's Date: _____

Donor: _____ **Self**
_____ **Company, business or other individual**
(include name and address in the next page and
tax/thank you letter may be mailed)



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Name of Donor : _____

Address of Donor: _____

Date of Contribution: _____

On behalf of the *Mount Kisco Elementary School Association* (Tax ID 13-2943080), we would like to thank you for your generous contribution. Your gift will go a long way towards helping *MKESA* achieve its mission of enhancing the school curriculum and providing outstanding enrichment programs for our children.

DONATED ITEM(S):

APPROXIMATE VALUE:

Federal law requires us to inform you that no goods and/or services were provided to you in return for your gift. Thank you for your donation!

Donation Acknowledgement:

_____/_____
Paul Franco, Treasurer *Date*

Rev: 03/14/22