

# CCPA In-Kind Donation Form

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The following item or expense has been donated or underwritten by:

**Donor Information:**

**Donor's Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Phone No.** \_\_\_\_\_  
**Email:** \_\_\_\_\_

<u>Date:</u>	<u>Item Description</u>	<u>Event</u>

*Thank you for your donation to the Carden Conejo Parents' Association (CCPA). Donations or underwritten expenses must be approved in advance by the President or Treasurer. A pre-approved donation or expense is treated as a Gift in Kind Donation and CCPA must record and report these items for tax purposes. Please submit this form, along with copies of receipts, to the CCPA Treasurer mailbox in the Carden office. Keep your original receipts for your tax records.*

**IRS Code:** Section 501(c)(3) **Tax Identification Number:** 77-0363681.

**Approvals:**

**Committee Chair** \_\_\_\_\_  
**President(s)** \_\_\_\_\_  
**Treasurer:** \_\_\_\_\_

**Thank you for helping the CCPA.**

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