



DONATION FORM

Receipt/Agreement

Donor Name :

Donor Address :

Donation Amount: \$

Cash/Check :

Date:

Invoice # (if applicable):

AMOUNT OF DONATION :

- DONATED CASH/CHECK/CREDIT CARD TRANSACTION UNDER \$500. This form issued as a receipt.
- Cash/Check/Credit Card donations over \$500 and below \$5000. The undersigned donor(s) hereby donates to the City of Duvall, Washington, the amount of \$_____. The donation shall be considered accepted upon approval of the Mayor or their designee. This form will serve as a receipt and agreement to the parties upon acceptance of the Mayor of Duvall.
- The undersigned donor(s) hereby donates _____ with a fair market value of \$_____. The donation shall be considered accepted upon approval of the Mayor or their designee. This form will serve as a receipt and agreement to the parties upon acceptance of the Mayor of Duvall. Please attach any receipts or documentation establishing the fair market value amount.
- Donations over \$5000 require approval by the Duvall City Council prior to approval of the Mayor/designee.

PURPOSE OF DONATION :

- Support for Special Events
- Other: Please Describe:

The City represents that it is a duly organized and existing municipality of the State of Washington and that the donated funds, if approved by the Mayor or City Council, will be used to the extent possible for legitimate public purposes. The City of Duvall will make all reasonable efforts to fulfill the specific purpose(s) as described by the donor(s). The donated funds will be managed and accounted for in accordance with the Duvall Municipal Code.

*Signature required for donations above \$500

Donor Signature:	Date:
Mayor/Designee Signature:	Date:

For IRS purposes, this receipt/agreement serves as written acknowledgement of your donation. The City of Duvall did not provide you any goods or services in consideration of this donation.



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