



Vietnam Veterans of America Chapter 392, Portland Metro

PROCEDURE FOR RECEIVING DONATIONS

Purpose: This procedure is to be used to document donations made to VVA Chapter 392.

1. Member receiving donation fills out Donation Acknowledgement Form:
 - 1.1. Donor Name
 - 1.2. Donor Mailing address
 - 1.3. Date of Donation
 - 1.4. Type of Donation (Cash, check or non-cash)
 - 1.5. Donation amount (leave blank for non-cash donations)
 - 1.6. Description of Donation (if not cash or check)
 - 1.7. Special Instructions (e.g., if donation is intended for a special purpose)
2. Member delivers completed form with check/cash/goods to a chapter officer.
(President, VP, Secretary or Treasurer - Only officers are authorized to receive donations)
3. Officer reviews form and signs to acknowledge receipt of donation
4. Officer delivers signed form to Treasurer/Assistant Treasurer.
5. Treasurer/Assistant Treasurer makes a copy of completed form and makes a copy of the donation check or cash (fan shape). Original of form is sent to donor. Copy of form with attachments is placed in receipt book.
6. Treasurer/Assistant Treasurer endorses check, fills out deposit slip and deposits check/cash into chapter checking account.