

Acknowledgment of Donated Equipment & Supplies
AARP Foundation

Dear (donor representative) _____:

Thank you for your donation to the AARP Foundation in support of the AARP Tax-Aide program. You are helping highly committed and trained volunteers provide a needed service to taxpayers, and your contribution may be tax-deductible under federal and state laws. The AARP Foundation is a 501(c)(3) non-profit, charitable organization. The Foundation's federal tax ID# is 52-0794300.

Your donation was received by (name of volunteer) _____ at (city, state) _____ on (date) _____. This contribution was made on behalf of (name of donor organization) _____.

(check as applicable)	<u>Description of the Donation</u>	Estimated value as determined by donor:
_____	Equipment: (please provide as much as is known of the following) Type (e.g., computer, printer) _____ Manufacturer (e.g., IBM, HP) _____ Descriptor (e.g., laptop, laser) _____ Model Name (e.g., Thinkpad 360) _____ Serial or Identifying Number _____ Date of Acquisition by Donor (if known) _____	\$ _____ Equipment
_____	Supplies: (describe) _____	\$ _____

Thank you again for your valued contribution!

 Printed Name of AARP Tax-Aide Volunteer Telephone # _____

 Address City State Zip

 Signature of AARP Tax-Aide Volunteer Date

**The donor should receive the original of this acknowledgment. Once signed, a copy should be mailed to AARP Tax-Aide, 601 E Street N.W., Washington DC 20049. A copy should also be retained by the receiving volunteer.

For Accounting Use Only Date Contribution Recorded on G/L: _____/_____/_____
Initials: _____

Company #/Cost Center #: _____/_____/_____

Company # Cost Center # G/L Account #

