



ation

357-

Annexure-C

DONATION FORM TEMPLATE

Month/ Year: _____

Name of Institute _____

1. Donation received in:-

- Cash _____
- Cheque _____
- Kind (Please specify) _____

2. Donation amount (both in words & figure): _____

3. Cheque No: _____

4. Total number of items received in form of kind _____

5. Date of donation received: _____

6. Donation given by (Optional):

- Name (First name & last name) _____
- Address: _____
- Phone #: _____
- E-mail Address (if any): _____

7. Purpose for which donation is meant: _____

8. Page # of stock register after entry of donation: _____

9. Mode of Utilization: _____

10. Remarks of the Incharge of Institute: _____

Signature of the Incharge of Institute _____