

Donation receipt template for schools

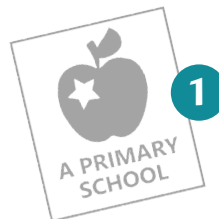
This example shows the information you must include on your donation receipts to donors. For more information visit ird.govt.nz/donations

EXAMPLE



A Primary School

123 Road Avenue
Wellington 6011
Telephone: (04) 123 4567
Email: info@primary.school.nz



GST No: 123-456-789

Date: 1 Dec 20XX

Receipt

Mr P. Smith
101 Avenue Plc
Lower Hutt 5010

TENDER
DD

AMOUNT
\$250

Donation Line Items

Payment Date	Ref	Student	Line Item	Payment details	Amount
01.06.2020	7701	Charlotte Smith	School Donation - Voluntary	Internet Banking	\$100
09.09.2020	7916	Charlotte Smith	School Donation - Voluntary	Internet Banking	\$150
TOTAL					\$250



Karen Johns
Business Manager
A Primary School

Information required to be on a donation receipt:

- 1 Letterhead or an official stamp
- 2 First name/initial and last name or name of partner/spouse
- 3 Date of donation or financial year
- 4 Reference/receipt number unique to each payment
- 5 Clear statement that the payment was a donation
- 6 Amount of donation
- 7 Signature of authorised person