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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sample Charitable Gift Acknowledgment**  Sample to Modify  Received from:  Howard K. Auburn                                                Receipt #234  Cash received as an absolute gift:   |  |  | | --- | --- | | **Date Cash Received** | **Amount Received** | | 1/2/XX | $250.00 | | 1/16/XX | 50.00 | | 3/13/XX | 300.00 | | 3/27/XX | 100.00 | | 6/12/XX | 500.00 | | 7/10/XX | 150.00 | | 8/21/XX | 200.00 | | 10/16/XX | 400.00 | | 11/20/XX | 350.00 | | Total | $2,300.00 |   No goods or services were provided in exchange for these gifts.  This document is necessary for any available federal income tax deduction for your contribution. Please retain it for your records.  Acknowledgment issued on:   January 10, 20XX  Acknowledgment issued by: Harold Morrison, Treasurer  ABC Ministry  1008 High Drive  Dover, DE 19901 |

1. *This sample acknowledgment is based on the following assumptions:*
   1. *No goods or services were provided in exchange for the gifts other than intangible religious benefits.*
   2. *The acknowledgment is issued on a periodic or annual basis for all gifts whether over or under $250.*
2. *Acknowledgments* *should be numbered consecutively for control and accounting purposes.*