**OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES**

**Receipt #:** 1234567 **[Unique serial number]**

**Receipt issued:** **[Enter date or year]**

**Location:** **[City/area]**

|  |  |
| --- | --- |
| **Donated by:** | **[Enter first and last name]** |
| **Address:** | **[Enter donor address]** |
| **Date of donation:** | **[Enter date or year]** |
| **Eligible amount of gift for tax purposes:** | **[Enter the fair market value]** |
| **Type of property received**: | **[Property name]** |
| **Description of food items donated:** | **[Descripton]** |
| **Appraised by:** | **[Enter the name of the firm or individual appraiser hired]** |
| **Address of appraiser:** | **[Enter the official business address of the appraiser]** |

If the value of the food donated is above $1,000 the Canada Revenue Agency recommends using an appraiser to determine the value of the items. You may delete the section above if the food donated is below this value.

**Authorized signature:**

**[Name of authorised signatory]**

**[Designation]**