

# Team Accounting Sheet



- Track cash/check/box donations from individuals using this form
- Turn this form in when dropping off cereal and/or donations
- Pledges must come with a signed pledge form with where the money is coming from, the amount, and when payment is expected.
- Receipts provided upon request; mailing addresses must be provided on the back of this sheet
- Avoid mailing cash when possible

**Team Name:** \_\_\_\_\_

**Team Captain:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Drop-Off Location:** \_\_\_\_\_

**Drop-Off Date:** \_\_\_\_\_

Please Include: ☐ Checks made to Arkansas Foodbank

- ☐ Cash
- ☐ Pledges
- ☐ Matching Gift Forms
- ☐ Facebook Fundraiser Screenshot

*Don't forget to raise funds online using your official Arkansas Foodbank fundraising webpage!*

Name	Email	Cash	Check	Monetary Total
<b>Total:</b>				

**Box Total:** \_\_\_\_\_

# Request for Receipt

- No tax receipt will be sent if there is not a full mailing address.

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cash Amount: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_