



# Monetary Donation Tracking Form

Use this form (a PDF version is available online at [www.hawaiifoodbank.org](http://www.hawaiifoodbank.org), Downloadable Forms) to log and total all monetary donations. **Enclose form in donations envelope.** Save a copy of the completed form for your records. If you have questions about this form, call 954-7870 or e-mail [fooddrive@hawaiifoodbank.org](mailto:fooddrive@hawaiifoodbank.org). All donations made by check will receive a donor acknowledgement letter. For cash donations, please issue a cash receipt (or include name and address information with this form for donor to receive letter).

Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name	Cash	Personal Check	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Page Total	\$	\$	\$

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**Checks should be made payable to  
Hawaii Foodbank**