

# T&E CARE SCHOOL SUPPLY DRIVE DONATION CHECK-LIST

Please include this check-list form with your donations when mailed or dropped off. **If you used Amazon to shop, please fill in and send us by email (a picture or scanned work) to [schoolsupplies@tecare.org](mailto:schoolsupplies@tecare.org).**

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

TOTAL value of all gift cards, if any, donated \$ \_\_\_\_\_

TOTAL (approximate) cost of all items donations (excluding gift cards) on this form \$ \_\_\_\_\_

Donation:

**Gift cards** (list each one by store and value) (ie: 5@\$25 to Target, 5@\$25 to Walmart)

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**Supplies:**

Please list the item(s) and quantity donated

Description: \_\_\_\_\_ Qty \_\_\_\_\_

Description: \_\_\_\_\_ Qty \_\_\_\_\_

Description: \_\_\_\_\_ Qty \_\_\_\_\_

Description: \_\_\_\_\_ Qty \_\_\_\_\_

Description: \_\_\_\_\_ Qty \_\_\_\_\_

Description: \_\_\_\_\_ Qty \_\_\_\_\_

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To the best of my ability, I state that the information above is accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: Keep all receipts for items purchased with your tax records. The donor is responsible for determining the value of all non-cash/gift card donations. If you have any questions, please contact us at [schoolsupplies@tecare.org](mailto:schoolsupplies@tecare.org).