

The Fellowship Center  
10901 Rhode Island Avenue, Unit 77  
Beltsville, Maryland 20705  
Phone : 301-383-0042  
Rev. Terry L. White, Sr., Sr. Pastor

**Contribution/Donation Requisition (FOR NON-MONETARY DONATION)**

DATE \_\_\_\_\_

Person Requesting Credit \_\_\_\_\_ Amount \_\_\_\_\_

Ministry Receiving Donation \_\_\_\_\_

Purpose of Donation \_\_\_\_\_

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Please give a brief description of **non tangible** non-monetary donation, if applicable:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Donor:** \_\_\_\_\_

**Approval for Credit:**

Sr. Pastor \_\_\_\_\_

Treasurer \_\_\_\_\_

**For Finance Department Only:**

Credit Date \_\_\_\_\_ Batch/Realm ID \_\_\_\_\_ Entered by \_\_\_\_\_

Non-Monetary Donation Credit Receipt Process

1. Donator must complete the following categories of the Contribution/Donation:
  - a. Date (Date equipment/supplies/items/labor, etc. donated to TFC)
  - b. Credit to the Account of: (Name of person to receive credit for non-monetary donation)
  - c. Amount or Value of Donation
  - d. Ministry (Name of Ministry Receiving Donation)
  - e. Purpose of Donation
  - f. Description of donation (equipment, supplies, items, labor, etc.) IF APPLICABLE
  - g. Approval for Credit: Sr. Pastor and Treasurer
  - h. Persons requesting credit should attach supporting documents, when applicable. This may include receipt for item donated or services provided, etc.
  
2. **Approval**
  - a. A receipt or copy thereof for donated items should accompany requests for credit. Where donation is not tangible, please provide a description of service and the duration/dates of the service.
  - b. Sr. Pastor and Treasurer should sign off on requests for credit on non-monetary donations.