M. S. Moser & Company, CPA, PC
918 742-1131

Charitable Contribution Record

If you contribute more than $250 in cash or goods at one time to one charity, you must get an acknowledgement letter or receipt. This acknowledgement letter must have the date and amount of your contribution, the name of the charity and what (if anything) you received in return. For smaller contributions, a cancelled check, or a charge card receipt showing which charity you donated to is required - mrmory and calendars are no longer adequate documentation.

New items you bought for a toy drive, volunteer expenses (including mileage) and contributions made by check or credit card count as cash contributions.

Charity	Amount(s)	Date(s)	Cash / Out-of-pocket expenses / Goods ?	Letter or Receipt ?

Mileage Record

Charity	Miles	Date(s)	Other travel expenses or comments	
Total Miles				

Total **cash** contributions: $ _____

Total **non-cash** contributions: $ _____

Attach your receipts and acknowledgement letters, and keep with your tax records for 4 years after the date your tax return is filed.