

## **Procedure for Charitable Fund Donation**

### **On receipt of a cash/cheque donation please:**

- Thank and inform the donor that an official receipt and thank you letter will be forwarded, via post within the next two weeks.
- Fully complete the form below by printing clearly
- Attach (not stapled) cheque or cash in an envelope to the Proforma
- Submit immediately to: **Sarah Boden**  
**Administrator**  
**Stepping Hill Hospital**  
**Room 46, 6<sup>th</sup> Floor Women's Unit**

**Donation Amount: £..... Cash/Cheque (please indicate)**

### **Donors Contact Details**

**Name:** .....

**Address:** .....

.....

.....**Post Code**.....

### **Reason for Donation:**

– In memory of.....

– Thanks for.....

.....

**Donation to be allocated to:** .....**Fund**

**Donation received by:** .....

**Date:** .....