



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 810.1

Procedure Name: Tax Receipts for Donated Items Procedure

PROCEDURE

At the request of the donor, the ICSEW member receiving the item shall provide a tax receipt that reflects:

- A detailed description of the item.
- That the donation is being made to the ICSEW.
- The federal tax identification number 91-6001089.
- The estimated value of the item.

RELEVANT LAWS/RESOURCES

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

Procedure #: 810.1

Page 1 | 1