

Donation Procedures for Elevator Managers
For Crop Year 2011/2012
Atlantic Provinces

Helping us handle grain (crops) for the world's hungry may be easier than you think. If you haven't handled crop donations for us in the past, we've outlined some simple procedures to follow when accepting donations from your customers.

- A Canadian Foodgrains Bank **Grain Delivery Ticket** must be filled out for each donation. Please be sure to check (x) the appropriate box to indicate which member account of Canadian Foodgrains Bank is to receive the donation. If no box is marked, then it will automatically be credited to the General Account.
- Please ensure the value of the crop is filled in, as of the day of delivery for income tax and receipting purposes.
- The donor's **complete address** must be printed on the Foodgrains Bank Delivery Ticket. This ensures the donor receives a tax-deductible receipt. If the donation is from a **community growing project**, record the delivery in the name of the growing project.
- **The donor gets the white copy of the Delivery Ticket.** Staple the **yellow copy** to your company's settlement slip and send it to your head office/accounting department. Your company will forward this information to Canadian Foodgrains Bank with payment for the value of the donation received.
- For further assistance or for additional Delivery Tickets, call our office at 1 (800) 665-0377 or visit the Growing Project or Donations sections of our website.