

# Donation Payment Receipt Excel Template with Donor Information

Efficiently track and manage donations with this **donation payment receipt** Excel template, designed to include detailed donor information. It ensures accurate record-keeping and easy access to donor data for streamlined accounting. Ideal for nonprofits and fundraising events seeking organized financial documentation.

Receipt No.	Date	Donor Name	Email	Phone	Address	Donation Amount	Payment Method	Purpose/Notes	Received By	Signature
001	2024-06-20	Jane Smith	jsmith@email.com	555-1234	123 Maple Ave, City, ST 00000	\$100.00	Credit Card	Annual Campaign	Mary Johnson	
002	2024-06-21	John Doe	jdoe@email.com	555-5678	789 Oak St, Town, ST 12345	\$50.00	Cash	Walkathon Sponsorship	Mary Johnson	

**Instructions:** Download and use this table as a template in Excel. Fill in donor and payment details for each receipt. Keep this for your records and provide a copy to donors as confirmation of their generous contribution.