

Tax Receipts for Donations

If you drop off items before receiving the email described in step 5 below, your donations become anonymous. You will not receive a tax receipt for anonymous donations. Please follow these instructions to obtain a tax receipt:

1. Email Holly Mills (hcmills@tntech.edu) with a list detailing each item you would like to donate, including title, ISBN, publication date, and its condition.
2. Within four weeks, Holly will email you the list of the items we will accept for our collection.
3. You must estimate the value of the items we will add to our collection. Please determine this by finding the new or used price on Amazon as appropriate.
4. Email Lisa Rice (Lrice@tntech.edu) your contact information, the list of items we will accept that Holly sent you, and the total value of those items.
5. You will be notified once it is approved so you can bring in your donated items. If you want to also bring the items we will not be adding to our collection in a separate box, we can put them on our free cart.



Angelo & Jennette Volpe Library

TENNESSEE TECH