

Monetary Donation for Board Acceptance

(This is not a receipt)

Schools:

- For each donation made, please complete this form and include a letter of explanation describing the item(s) being donated
- Submit the original completed form (keep a copy for your records) along with the monies to the Accounting Department via armored car service

The information provided on this form will be forwarded to the Governing Board for the required acceptance of the donation. After the donation has been officially accepted, a letter acknowledging the donation will be sent to the donor.

Date: _____

School: _____

School Contact: _____

Phone: _____

Donor/Organization: _____

Amount: \$ _____

Donor Address: _____

Purpose of Donation (if specified by donor): _____

For Office Use Only:

Donation Received By: _____

Date: _____

Governing Board Accepted On: _____

Letter Sent On: _____