



# Donation Information Required

Please submit this form for ALL donations to the Business Services Office.  
Please submit the donation check and income/abatement forms to Fiscal  
Services. Letters of appreciation will be sent to the donors by the  
Superintendent's Office. Donations \$150.00 and over will be submitted for  
Governing Board approval.

Site: \_\_\_\_\_

Description of Donation: \_\_\_\_\_

(include make, model, \_\_\_\_\_

Serial # for inventory) \_\_\_\_\_

Name & Address of Donor: \_\_\_\_\_

(Must include contact person) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Value: \_\_\_\_\_

Please indicate if donation is

For a specific program or class: \_\_\_\_\_

\_\_\_\_\_

