

# Donation Form

Fiscal Year: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Description of the donation: \_\_\_\_\_

\_\_\_\_\_  
(If cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number, color, etc.)

Donor's estimate of value: \_\_\_\_\_

Purpose of the donation: (ASB organization, school site or district program): \_\_\_\_\_

All donations in the form of cash or check should be forwarded to the district business office with this completed form. All other donations should have a completed form sent to the district business office. Explain below whether the donation is for the school site or a specific district program.

\_\_\_\_\_  
\_\_\_\_\_

Deposit to the following account(s):	%
_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____	_____
_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____	_____
_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____	_____

Report prepared by: \_\_\_\_\_

Signature, Title and Date

**The following must be completed prior to the Principal's signature if donation is for ASB.**

Reviewed by ASB Director: \_\_\_\_\_

Signature and Date

Date Approved by ASB : \_\_\_\_\_

Principal: \_\_\_\_\_

Signature and Date