



**APPROVAL OF GIFTS
(Donation of Money, Materials, or Equipment)**

All donations must be receipted at the building location using the revenue account codes given for donations. Donation expenditures must use the appropriate expenditure code.

The following information must be completed for **all** donations and sent to the Administration & Resource Center, attention Mary Beattie. The Board of Directors, per Policy 6114, will approve donation values of \$500.00 or more. (ONLY for donations \$500.00 or more you **must** attach a copy of the check and a copy of the receipt with this form.)

Name of donor(s) or organization _____ Phone _____

Address, City, State, Zip _____

The purpose of the donation: _____

Please enter the value: Monetary \$ _____ Materials \$ _____ Equipment \$ _____

Description of Material or Equipment: _____

Donation is made to (school or program name): _____

Donation Account code: _____ Receipt Number _____
(if monetary)

Received date: _____ Received by: _____
(please print)

Approved by (name of building administrator): _____
(please print) *(signature)*

Donors should be informed that the district will attempt to utilize funds in accordance with the donors' request, however the district makes no guarantee to do so. Gifts cannot obligate the district to future expenditures.