

COLUMBUS I.S.D REPORT OF DONATION



THIS SECTION TO BE COMPLETED BY PERSON ACCEPTING DONATION
(The form must be signed by the campus Principal or appropriate Administrator and then forwarded to Theresa Portwood in the Central Office)

NAME OF PERSON TO WHO THANK YOU LETTER SHOULD BE ADDRESSED:	
COMPANY/ORGANIZATION (if appropriate):	
ADDRESS:	
DESCRIPTION OF DONATION: (i.e., Dairy Queen donated ice cream coupons for CES students with perfect attendance during the 6th six weeks.)	
NAME PERSON COMPLETING THIS FORM:	
Principal/Administrator Signature:	

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THIS SECTION TO BE COMPLETED BY CENTRAL OFFICE

DATE OF THANK YOU LETTER:	
DATE OF BOARD MEETING:	