

Beverly Hills Unified School District  
Notice of Donation

T0: Assistant Superintendent, Business Services

Date Donated \_\_\_\_\_ School \_\_\_\_\_

Amount Donated \$ \_\_\_\_\_

Type of item \_\_\_\_\_

Brand \_\_\_\_\_

Model No. and Serial No. \_\_\_\_\_

Estimated/actual value \$ \_\_\_\_\_. Attach applicable documentation  
( IF UNDER \$400, DO NOT SEND IN THIS FORM)

Donated By:

PTA \_\_\_\_\_

BHEF \_\_\_\_\_

BHAAA \_\_\_\_\_

Name and Address of donor

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

Donor designate if applicable \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by

For technology equipment, please send to the technology department for approval.

Date sent \_\_\_\_\_

\_\_\_\_\_ OK to accept

\_\_\_\_\_  
Signature technology

For personnel requests, please complete personnel action forms and send to the HR department.

