



# Donation Information Required

All donations must be approved by the Governing Board. Please send the following information, along with any checks and income/abatement forms, to the Business Services Office, Attention: **Business Services**. Letters of appreciation will be sent to the donors by the Superintendent's Office after 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: \_\_\_\_\_

\_\_\_\_\_

