

Donation Approval

Donation Procedures:

1. Donations may be in the form of cash, checks, securities, materials, or property.
2. This form should be completed on the day a donation is received.
3. The person receiving the donation must email or fax this form to the Business Manager for approval on the day the donation is received.
4. The Board of Education will consider ratifying the Business Manager's approval at the next Board Meeting.

Current Date: 6/15/22
Building: LH

Donor: MARGALENA HERLO

Donation Amount: GUITAR, VIOLA, STAND

Date of Donation: 6/15/22

Person Receiving Donation: JOHN JONES

Description: GUITAR, VIOLA, AND STAND

Business Manager Approval: _____

Board of Education Approval: _____

CREATE: May 7, 2020

REVISE:

REVIEW:

8:80AP