

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: January 20, 2026

Subject/Title for Agenda Posting: Board Acceptance of the January 2026 Donations Report

Justification Statement: Presentation for Board Review and acceptance of the January 2026 Donations Report

Purpose of Agenda Item: ☒ Information ☒ Discussion ☒ Action  
Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☐ Business Services

Staff Responsible: Cristina Pulley  
*Signature of Requester(s)*  
Cristina Pulley Veronica Campbell  
*Signature of Presenter(s)*  
Cristina Pulley 01/19/25  
*Business Services Approval (Initials)* *Date*

### Agenda Summary:

The Financial Services Department presents the following donations reported to Finance for the month of January 2026. Fiscal Year 2025-2026.

### RECOMMENDATION:

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): \$5,539.00

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT:

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE:

ATTACHMENT(S): ✓ Report attached



# Canutillo ISD Donations Report January 2026

Date	Donor Name	Address	Donation	Campus/Department	Purpose of Donation	Amount
12/2/2025	Parent Teacher Organization (JDE)	El Paso, Texas	Cash	JDE	Student Supplies and any End of the Year Activities	\$ 1,595.00
12/4/2025	Smile 4 Less Orthodontics	El Paso, Texas	Check #1153	CHS/Athletics	Baseball Expenses	\$ 200.00
12/4/2025	Smile 4 Less Orthodontics	El Paso, Texas	Check #1119	CHS/Athletics	Baseball Expenses	\$ 200.00
12/8/2025	Central High School	San Angelo, Texas	Check #41311	CHS/ Athletics	Basketball Expenses	\$ 300.00
12/11/2025	Hot Shots by Lomell Photo	El Paso, Texas	Check #7377	DDE/ Campus Activities	DDE/Student, Teachers, Staff Activities	\$ 395.00
12/19/2025	Carne's Chicken Fingers	El Paso, Texas	Check # 5001348297	CHS/Athletics	Boys Basketball Expenses	\$ 300.00
10/24/2025	Parent Teacher Organization (RES)	El Paso, Texas	Cash	RES	RES Teacher Appreciation and Incentives	\$ 948.00
10/30/2025	Parent Teacher Organization (RES)	El Paso, Texas	Cash	RES	RES Student Appreciation and Incentives	\$ 1,501.00
No On-Line Donations received in December 2025						
DONATIONS TOTAL						\$ 5,539.00



# Canutillo Independent School District Donation Approval Form

Date of request: 12/2/2025

School/Department: JD2

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
Fall Festival Sales Donation	1	\$ 1,693.00

Purpose of donation: - all classes for student supplies and any EOE activities.

Donor or Donor Organization Name: PTO  
Address, City, State & Zip Code: \_\_\_\_\_

Check one:

- ☐ Non-monetary donation  
☐ This donation will be recorded in the school's activity account  
☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in

Club Name

Account Number

[Signature]  
Sponsor's Signature

12/2/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt # \_\_\_\_\_

- ☐ Yes  
☐ No

REQUESTER'S SIGNATURE:

[Signature]  
Principal/Department Head

12-2-25  
Date

ACCEPTANCE APPROVAL:

\_\_\_\_\_  
Business Services Executive Director

\_\_\_\_\_  
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All computer related items)

\_\_\_\_\_  
Technology Coordinator

\_\_\_\_\_  
Date

Facilities Approval:

(If required - Building and grounds modifications/improvements)

\_\_\_\_\_  
Executive Director of Facilities

\_\_\_\_\_  
Date

AFTER ALL APPROVALS SEND:

*Copy to Business Services  
Original to Campus*

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus general fund are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.



CFD (REGULATION) (EXHIBIT G)



## Canutillo Independent School District

Office Receipt

NO. 69836

School JDEDate 12/2 2025Received From Mrs. Todd - P TO\$ 1631.00

(CHECK ONE)

CASH ☒CHECK(S) ☐BOTH ☐

FUNDRAISER # \_\_\_\_\_

TAX FREE DAY \_\_\_\_\_

TAX INCLUDED \_\_\_\_\_

MISC RECEIPT# \_\_\_\_\_

TICKET# \_\_\_\_\_

ACCT.	DESCRIPTION	AMOUNT
	<u>Winter/Fall Festival Sales - Donation</u>	<u>\$1631.00</u>
<u>461.00.5755.20.103.00 = \$41.50</u>	<u>461.00.5755.08.103.00 = \$133.50</u>	
<u>461.00.5755.05.103.00 = \$104.50</u>	<u>461.00.5755.13.103.00 = \$80.50</u>	
<u>461.00.5755.01.103.00 = \$84.50</u>	<u>461.00.5755.16.103.00 = \$191.00</u>	
<u>461.00.5755.06.103.00 = \$181.50</u>	<u>461.00.5755.04.103.00 = \$233.00</u>	
<u>461.00.5755.03.103.00 = \$331.00</u>		
<u>461.00.5755.09.103.00 = \$260.00</u>		

**NO RECEIPT NO REFUND**

(Please specify type when reporting a fund raising activity; i.e. candy, t-shirts, fund raiser # and whether tax-free)

NOTE: An original receipt must be presented for refund

If payment is made by check, a refund can only be issued after 10 working days after the check was deposited

Distribution: white copy to payer

Yellow copy to finance w/master receipt

Pink copy remains in the book for audit purposes

Received By Mary Garcia

## Canutillo Independent School District

Office Receipt

NO. 69839

School JDEDate 12/2 2025Received From Mrs. Todd - P TO\$ 65.00

(CHECK ONE)

CASH ☒CHECK(S) ☐BOTH ☐

FUNDRAISER # \_\_\_\_\_

TAX FREE DAY \_\_\_\_\_

TAX INCLUDED \_\_\_\_\_

MISC RECEIPT# \_\_\_\_\_

TICKET# \_\_\_\_\_

ACCT.	DESCRIPTION	AMOUNT
	<u>Fall Festival Sales Donation</u>	<u>\$65.00</u>
<u>461.00.5755.16.103.00</u>		

**NO RECEIPT NO REFUND**

(Please specify type when reporting a fund raising activity; i.e. candy, t-shirts, fund raiser # and whether tax-free)

NOTE: An original receipt must be presented for refund

If payment is made by check, a refund can only be issued after 10 working days after the check was deposited

Distribution: white copy to payer

Yellow copy to finance w/master receipt

Pink copy remains in the book for audit purposes

Received By Mary Garcia



Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 12/4/25

School/ Department: CHS / Athletics

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Donation Description	Quantity	Value
Smile 4 Less Orthodontics Check # 1153	1	\$ 200.00

Purpose of donation: Baseball Expenses

Donor or Donor Organization Name: Smile 4 Less Orthodontics, PA  
Address, City, State & Zip Code: 7480 Remcon Circle  
El Paso TX 79912

Check one:  
☒ Non-monetary donation  
☐ This donation will be recorded in the campus/department activity account  
☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Baseball  
Club Name

461.00 5755.93 001.00  
Account Number

Armando Almanza  
Sponsor's Signature

12/4/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt # 70824

☒ Yes  
☐ No

REQUESTER'S SIGNATURE

[Signature]  
Principal/Department Head

12/11/25  
Date

ACCEPTANCE  
APPROVAL:

Financial Services Director \_\_\_\_\_ Date \_\_\_\_\_

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School Resources \_\_\_\_\_ Date \_\_\_\_\_

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

AFTER ALL APPROVALS SEND:

Copy to Campus  
Copy to Accountant • Asset Management  
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.





Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 12/4/25

School/ Department: CHS/Athletics

On behalf of the CISD, I am asking that you approve the acceptance of the following items.

Donation Description	Quantity	Value
Smile 4 Less Orthodontics	1	\$200. -
check 1119		

Purpose of donation: Boys Basketball Expenses

Donor or Donor Organization Name: Smile 4 Less Orthodontics, PA  
Address, City, State & Zip Code: 7480 Remcon Circle  
El Paso, TX 79912

Check one

☐ Non-monetary donation

☒ This donation will be recorded in the campus/department activity account

☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Boys Basketball  
Club Name

461.00.5755.76.001.00  
Account Number

Larry Morales  
Sponsor's Signature

12/4/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt#

70825

☒ Yes  
☐ No

REQUESTER'S SIGNATURE

[Signature]  
Principal/Department Head

12/11/25  
Date

ACCEPTANCE  
APPROVAL:

Financial Services Director

Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School  
Resources

Date

Facilities Approval:

(If required - Building and grounds modification/s/ improvements)

Executive Director of Facilities

Date

AFTER ALL APPROVALS SEND:

Copy to Campus  
Copy to Accountant • Asset Management  
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor.  
Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor  
for the donor's tax status when donating to a club or team.





Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 12/8/25

School/ Department: CIS/Athletics

On behalf of the CISD, I am asking that you approve the acceptance of the following items.

Donation Description	Quantity	Value
check # 41311	300	\$ 300

Purpose of donation: Boys Basketball Expenses

Donor or Donor Organization Name:  
Address, City, State & Zip Code:

Central High School  
655 Caddo St.  
San Angelo, Texas 76901

Check one

- ☐ Non-monetary donation  
☒ This donation will be recorded in the campus/department activity account  
☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Boys Basketball  
Club Name

461.00.5155.76.001.00  
Account Number

Larry Morales  
Sponsor's Signature

12/8/25  
Date

Donation has been received and is pending approval.  
If yes, list Miscellaneous Receipt # 70835

☒ Yes  
☐ No

REQUESTER'S SIGNATURE

[Signature]  
Principal/Department Head

12/11/25  
Date

ACCEPTANCE  
APPROVAL:

Financial Services Director \_\_\_\_\_ Date \_\_\_\_\_

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School Resources \_\_\_\_\_ Date \_\_\_\_\_

Facilities Approval:

(If required - Building and grounds modification or improvements)

Executive Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

AFTER ALL APPROVALS SEND:

Copy to Campus  
Copy to Accountant • Asset Management  
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor.  
Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.



# Canyon Independent School District Donation Approval Form

Date of request: 1/5/2026

School/ Department: DDE

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
<u>check</u>	<u>1</u>	<u>395.00</u>

Purpose of donation: Funds will be used for DDE activities pertaining to students, teachers and staff

Donor or Donor Organization Name:

Address, City, State & Zip Code:

Hot Shots  
3470 Lee Blvd  
El Paso, TX 79934

Check one:

- ☐ Non-monetary donation
- ☐ This donation will be recorded in the campus/department activity account
- ☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

DDE Activity Fund  
Club Name

461.00.5755.06.102.00  
Account Number

[Signature]  
Sponsor's Signature

1/5/2026  
Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt # \_\_\_\_\_

☐ Yes  
☐ No

REQUESTER'S SIGNATURE:

[Signature]  
Principal/Department Head

Date

ACCEPTANCE  
APPROVAL:

Financial Services Director

Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - Approval is required)

Director of School  
Resources

Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities

Date

AFTER ALL APPROVALS SEND:

Copy to Campus  
Copy to Accountant - Asset Management  
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.



## Canutillo Independent School District Deposit Tally Sheet

### Hot Shots Donation

Activity Description

461.00.5755.06.102.00

Activity Fund Account No.

LOOSE BILLS	TOTAL
\$100.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$50.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$20.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$10.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$5.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$2.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$1.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
Loose Bills Subtotal: <input style="width: 150px;" type="text"/>	

Campus Activity Number

Miscellaneous Receipts or Ticket/Bracelet Sequence

LOOSE COINS	TOTAL
\$1.00 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$0.50 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$0.25 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$0.10 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$0.05 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
\$0.01 X <input style="width: 100px;" type="text"/>	= <input style="width: 100px;" type="text"/>
Loose Coins Subtotal: <input style="width: 150px;" type="text"/>	

Check No.	Amount - 1
7377	\$ 395.00
<b>Checks Subtotal - 1</b>	<b>\$ 395.00</b>

Check No.	Amount - 2
<b>Checks Subtotal - 2</b>	

Loose Bills Subtotal:	<input style="width: 100px;" type="text"/>
Loose Coins Subtotal:	<input style="width: 100px;" type="text"/>
Check Subtotal - 1:	\$ 395.00
Check Subtotal - 2:	<input style="width: 100px;" type="text"/>
Checks - Additional:	<input style="width: 100px;" type="text"/>
Total Deposit:	\$ 395.00

1/5/2026  
 PREPARED BY                      DATE  
  
1/5/2026  
 REVIEWED BY                      DATE





**HOT SHOTS BY LOMELI PHOTO, LLC**  
 3470 LEE BLVD  
 EL PASO, TX 79936-1411

DATE Dec 11-25 32-61/1110

PAY  
 TO THE  
 ORDER OF

Deanna Davenport Elem

\$ 395<sup>00</sup>

Three hundred ninety five dollars <sup>00</sup>/<sub>100</sub>

DOLLARS

Security Features  
 Included.  
 Details on Back

**CHASE**

JPMorgan Chase Bank, N.A.  
[www.Chase.com](http://www.Chase.com)

FOR

Santa Pic Com

[Signature] MP

⑈007377⑈ ⑆111000614⑆

705277379⑈

# Canutillo Independent School District

## MASTER RECEIPT

DEPOSIT # \_\_\_\_\_

MASTER # 17342

SCHOOL DDE

DATE 1/5/2020

AMOUNT \$ 395

68914

OFFICE RECEIPT REFERENCE

DEPOSIT BY [Signature]

POSTED \_\_\_\_\_  
INITIAL & DATE

# Canutillo Independent School District

## Office Receipt

School DDE  
Received From Hot Shots  
(CHECK ONE) CASH \_\_\_\_\_ CHECK(S) \_\_\_\_\_ BOTH \_\_\_\_\_

NO. 68914

Date 1/5, 2020  
\$ 395

FUNDRAISER # \_\_\_\_\_ TAX FREE DAY \_\_\_\_\_ TAX INCLUDED \_\_\_\_\_  
MISC RECEIPT# \_\_\_\_\_ TICKET# \_\_\_\_\_

ACCT.	DESCRIPTION	AMOUNT
	<u>461.00, 5755.00, 102.00</u>	<u>\$395</u>
	<u>Hot Shots Donation</u>	<u>/</u>

**NO RECEIPT NO REFUND**

(Please specify type when reporting a fund raising activity; i.e. candy, t-shirts, fund raiser # and whether tax-free)

NOTE: An original receipt must be presented for refund

If payment is made by check, a refund can only be issued after 10 working days after the check was deposited

Distribution: White copy to payer  
Yellow copy to finance w/Master receipt  
Pink copy remains in the book for audit purposes

Received By [Signature]

2/19/25  
purchasing



Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 12/11/25

School/ Department: CHS/Athletics

On behalf of the CISD, I am asking that you approve the acceptance of the following items.

Donation Description	Quantity	Value
check 5001348297	1	\$ 300

Purpose of donation: Boys Basketball Expenses

Donor or Donor Organization Name: Cane's Chicken Fingers  
Address, City, State & Zip Code: 6800 Bishop Road  
Plano, TX 75024

Check one: ☐ Non-monetary donation  
☐ This donation will be recorded in the campus/department activity account  
☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Boys Basketball  
Club Name

461.00.5755. \$76.001.00  
Account Number

Larry Morales  
Sponsor's Signature

12/11/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt# 70845

☒ Yes  
☐ No

REQUESTER'S SIGNATURE:

[Signature]  
Principal/Department Head

12/19/25  
Date

ACCEPTANCE  
APPROVAL:

Financial Services Director

Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related issues)

Director of School  
Resources

Date

Facilities Approval:

(If required - Building and grounds modification s/improvements)

Executive Director of Facilities

Date

AFTER ALL APPROVALS SEND:

Copy to Campus  
Copy to Accountant - Asset Management  
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor.  
Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor  
for the donation's tax status when donating to a club or team.





Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 10/24/05

School/ Department: RES

On behalf of the CISD I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
PTO-Donation-Fall Festival	1	\$ 948.00

Purpose of donation: Teacher Appreciation / Incentives

Donor or Donor Organization Name:  
Address, City, State & Zip Code:

Reyes Red Hawks PTO

Checkone:

- ☐ Non-monetary donation  
☐ This donation will be recorded in the campus/department activity account  
☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Reyes Red Hawk PTO  
Club Name

4161.00.5755.18.106.00  
Account Number

[Signature]  
Sponsor's Signature

10/24/05  
Date

Donation has been received and is pending approval

☐ Yes

If yes list Miscellaneous Receipt # \_\_\_\_\_

☐ No

REQUESTER'S SIGNATURE

\_\_\_\_\_  
Principal/Department Head Date

ACCEPTANCE  
APPROVAL:

\_\_\_\_\_  
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED PLEASE FORWARD TO:

Technology Approval:

\_\_\_\_\_  
Director of School Resources Date

Facilities Approval:

\_\_\_\_\_  
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND

Copy to Campus  
Copy to Accountant • Asset Management  
Original to Board of Trustees for Approval

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for the donor's tax status when donating to a club or team.

## Canutillo Independent School District Deposit Tally Sheet

PTO Donation Fall Festival

Activity Description

461.00.5755.18.106.00

Activity Fund Account No.

Campus Activity Number

Miscellaneous Receipts or Ticket/Bracelet Sequence

LOOSE BILLS		TOTAL
\$100.00 X	2	= 200
\$50.00 X	3	= 150
\$20.00 X	27	= 540
\$10.00 X	2	= 20
\$5.00 X	5	= 25
\$2.00 X		
\$1.00 X	13	= 13
Loose Bills Subtotal:		\$948.00

LOOSE COINS		TOTAL
\$1.00 X		=
\$0.50 X		=
\$0.25 X		=
\$0.10 X		=
\$0.05 X		=
\$0.01 X		=
Loose Coins Subtotal:		

Check No.	Amount - 1
Checks Subtotal - 1	

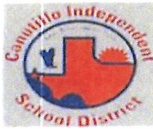
Check No.	Amount - 2
Checks Subtotal - 2	

Loose Bills Subtotal:	
Loose Coins Subtotal:	
Check Subtotal - 1:	
Check Subtotal - 2:	
Checks - Additional:	
Total Deposit:	\$948.00

PREPARED BY DATE 10/24/15

RECEIVED BY DATE 10/24/15

MASTER OR OFFICE RECEIPT NUMBER



Canutillo Independent School District  
Donation Approval Form

EXHIBIT R

Date of request: 10/30/25

School/ Department: RES

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
PTO - Donation Fall Festival		\$ 1501.00
(please see attached per grade level breakdown)		

Purpose of donation: Student appreciation; incentives

Donor or Donor Organization Name: Res Red Hawks PTO  
Address, City, State & Zip Code: \_\_\_\_\_

- Check one:
- ☐ Non-monetary donation
- ☐ This donation will be recorded in the campus/department activity account
- ☐ This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Res Red Hawk PTO  
Club Name

All grade levels (see breakdown)  
Account Number

[Signature]  
Sponsor's Signature

10/30/25  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt # \_\_\_\_\_

☐ Yes  
☐ No

REQUESTER'S SIGNATURE:

[Signature] 10/30/25  
Principal/Department Head Date

ACCEPTANCE  
APPROVAL:

\_\_\_\_\_  
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED PLEASE FORWARD TO:

Technology Approval:

(If required - Building and grounds modification/improvements)

\_\_\_\_\_  
Director of School Resources Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

\_\_\_\_\_  
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND

Copy to Campus  
Copy to Accountant • Asset Management  
Original to Board of Trustees for Approval

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Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.







Martha Coronel <mcoronelruiz@canutillo-isd.org>

Fwd: Final balance fall festival

1 message

Jessica Melendez-Carrillo <jmcarrillo@canutillo-isd.org>  
To: Martha Coronel Ruiz <mcoronelruiz@canutillo-isd.org>

Here it is

Tue, Nov 4, 2025 at 3:14 PM

Dr. Jessica Melendez-Carrillo | Principal  
Congressman Silvestre and Carolina Reyes Elementary School  
Canutillo ISD | O: 915-877-1303

----- Forwarded message -----  
From: Red Hawks PTO <resredhawkspito@gmail.com>  
Date: Tue, Nov 4, 2025 at 3:13 PM  
Subject: Final balance fall festival  
To: Jessica Melendez-Carrillo <jmcarrillo@canutillo-isd.org>

FALL FESTIVAL 2025						
TEACHERS						
Grade	Activity	PTO change	Total sales	Percentage	Money to T	Money to PTO
PK	Spin and win	50 \$	241.00	50.00%	120.50 \$	120.50
KINDER	Poke a pumpkin and Spider tos	50 \$	314.00	50.00%	157.00 \$	157.00
1st	Eye Pong and spider toss games	50 \$	244.00	50.00%	122.00 \$	122.00
2nd	Cake walk	50 \$	421.00	50.00%	210.50 \$	210.50
3rd	Ring Toss/ Fishbowl Toss	50 \$	322.00	50.00%	161.00 \$	161.00
4rd	Face painting	50 \$	148.00	50.00%	74.00 \$	74.00
5th	Pumpkin plunk	50 \$	69.00	50.00%	34.50 \$	34.50
SPED/RTI	Jackpot slot machine	50 \$	187.00	50.00%	93.50 \$	93.50
PE	Dunk tank	50 \$	1,256.00	42.04%	528.00 \$	778.00
PTO	Jumping balloon	50 \$	186.00	100.00%	- \$	186.00
PTO	Jumping balloon	50 \$	-	100.00%	- \$	-
PTO	Jumping balloon	50 \$	413.00	100.00%	- \$	413.00
PTO	Snack	50 \$	1,363.00	100.00%	- \$	1,363.00
Total			\$ 5,164.00		\$ 1,501.00	\$ 3,713.00

RES Activity accounts

461.00	5755.02	106.00
461.00	5755.03	106.00
461.00	5755.04	106.00
461.00	5755.05	106.00
461.00	5755.06	106.00
461.00	5755.07	106.00
461.00	5755.08	106.00
461.00	5755.14	106.00
461.00	5755.12	106.00

PTO DONATION TO REYES ELEMENTARY STAFF

Thank you for your support!!