

Board of Trustees

Meeting Date: January 20, 2026

Executive Summary of Board Agenda Item

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

Human Resources

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



Canutillo Independent School District Donation Approval Form

Date of request: 12/2/2025

School/Department: JDE

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

Donation Description	Quantity	Value
<u>Fall Festival Sales Donation</u>	1	<u>\$1,693.00</u>

Purpose of donation: - all classes for Student Supplies
and any E&O 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

Y 111
Sponsor's Signature

Account Number

12/12/25

Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt # _____

Yes

No

REQUESTER'S SIGNATURE:

Principal/Department Head

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.

Canutillo Independent School District
Office Receipt

NO. 69836

School JDE
Received From Mrs. Todd - PTO
(CHECK ONE)

Date 12/2/2025
\$ 1631.00

FUNDRAISER # TAX FREE DAY TAX INCLUDED

MISC RECEIPT# TICKET#

ACCT.	DESCRIPTION	AMOUNT
	<u>Winter/Fall Festival Sales - Donation</u>	<u>\$1631.00</u>
461.00.5755.20.103.00	<u>= \$41.50</u>	<u>461.00.5755.08.103.00 = \$13.50</u>
461.00.5755.05.103.00	<u>= \$104.50</u>	<u>461.00.5755.13.103.00 = \$80.50</u>
461.00.5755.01.103.00	<u>= \$84.50</u>	<u>461.00.5755.16.103.00 = \$191.00</u>
461.00.5755.06.103.00	<u>= \$181.50</u>	<u>461.00.5755.04.103.00 = \$233.50</u>
461.00.5755.03.103.00	<u>= \$31.00</u>	
461.00.5755.09.103.00	<u>= \$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

Received By Angela Dease

Yellow copy to finance w/Master receipt

Pink copy remains in the book for audit purposes

Canutillo Independent School District
Office Receipt

NO. 69839

School JDE
Received From Mrs. Todd - PTO
(CHECK ONE)

Date 12/2/2025
\$ 65.00

FUNDRAISER # TAX FREE DAY TAX INCLUDED

MISC RECEIPT# TICKET#

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

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

Received By Angela Dease

Yellow copy to finance w/Master receipt

Pink copy remains in the book for audit purposes



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 # 1153		

Purpose of donation:

Baseball Expenses

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

Smile 4 Less Orthodontics, PA
7180 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#

10824

Yes
 No

REQUESTER'S 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: 12/4/25School/ 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 ExpensesDonor or Donor Organization Name:
Address, City, State & Zip Code:Smile 4 less Orthodontics, PA
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

Club Name: Boys BasketballAccount Number: 461.00.5755.76.001.00Sponsor's Signature: Larry MoralesDate: 12/4/25REQUESTER'S SIGNATURE: Larry Morales
Sponsor/Department Head 12/4/25

Yes
 No

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: CHS/Athletics

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

Donation Description	Quantity	Value
check # 41811	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

Larry Morales

Sponsor's Signature

461.00.5155.76.001.00

Account Number

12/8/25

Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt#

70835

Yes

No

REQUESTER'S SIGNATURE:

Ch-1
Principal/Department Head

plwzs
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 donation's tax status when donating to a club or team.



Canyon Independent School District

Donation Approval Form

Date of request:

11/5/2026

School/ Department:

DDE

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

Donation Description	Quantity	Value
Check	1	395.00

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



Sponsor's Signature

461,00,5755,06,102.00

Account Number

11/5/2026

Date

Donation has been received and is pending approval

Yes

If yes, list Miscellaneous Receipt #

No

REQUESTER'S SIGNATURE:

M. Montenegro
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/s/Improvements)

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 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 type="text"/>
\$50.00	X	<input type="text"/>
\$20.00	X	<input type="text"/>
\$10.00	X	<input type="text"/>
\$5.00	X	<input type="text"/>
\$2.00	X	<input type="text"/>
\$1.00	X	<input type="text"/>
Loose Bills Subtotal:		<input type="text"/>
LOOSE COINS		TOTAL
\$1.00	X	<input type="text"/>
\$0.50	X	<input type="text"/>
\$0.25	X	<input type="text"/>
\$0.10	X	<input type="text"/>
\$0.05	X	<input type="text"/>
\$0.01	X	<input type="text"/>
Loose Coins Subtotal:		<input type="text"/>
Check No.	Amount - 1	
7377	\$ 395.00	
<input type="text"/>	<input type="text"/>	
Checks Subtotal - 1	\$ 395.00	
Check No.	Amount - 2	
<input type="text"/>	<input type="text"/>	
Loose Bills Subtotal:	<input type="text"/>	
Loose Coins Subtotal:	<input type="text"/>	
Check Subtotal - 1:	\$	395.00
Check Subtotal - 2:	<input type="text"/>	
Checks - Additional:	<input type="text"/>	
Total Deposit:	\$	395.00
PREPARED BY <u>DJ</u> DATE <u>15/02/2026</u>		
REVIEWED BY <u>John</u> DATE <u>15/02/2026</u>		
MASTER OR OFFICE RECEIPT NUMBER <u>08/12/2014</u>		

PREPARED BY _____ DATE _____

DATE

PREPARED BY

DATE

W a l t e r

Wooton ✓

卷之三

MASTER OR OFFICE RECEIPT NUMBER



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

\$ 395⁰⁰

Three hundred ninety five dollars ⁰⁰/₁₀₀

DOLLARS Security Features
 Included. Details on Back.

CHASE 
 JPMorgan Chase Bank, N.A.
 www.Chase.com

FOR Santa Pic Com

100737711 1110006141

70527737911

J. L. L. MP

Canutillo Independent School District

MASTER RECEIPT

DEPOSIT # _____

MASTER # 17342

SCHOOL DDE

DATE 11/5/2026

AMOUNT \$ 395

68914

OFFICE RECEIPT REFERENCE

DEPOSIT BY

DEPOSIT BY

POSTED _____
INITIAL & DATE

**Canutillo Independent School District
Office Receipt**

NO. 68914

School DDF Received From Hot Smots
(CHECK ONE) CASH CHECK (\$ 5)

Date 115, 2020
\$ 395

FUNDRAISER # _____ TAX FREE DAY _____ TAX INCLUDED _____

MTSC RECEIPT# _____ TICKET# _____

ACCT.	DESCRIPTION	AMOUNT
	461,00,5755.00.102.00	\$1395
	Hot Shots Donation	/

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.

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

Received By

white copy to payee
yellow copy to finance w/Master receipt

Yellow copy to Finance w/Master Receipt
Pink copy remains in the book for audit purposes

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:
Address, City, State & Zip Code:

Cane's Chicken Fingers

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:

C 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:

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
<u>PTO-Donation-Fall Festival</u>	<u>1</u>	<u>\$ 948.00</u>

Purpose of donation:

Teacher Appreciation /Incentives

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

Briggs Red Hawks PTO

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

Briggs Red Hawk PTO
Club Name

4461.00 5755.18.106.00
Account Number

Jeanne Bell
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:

_____ Date _____

Director of School Resources _____ Date _____

Facilities Approval:

_____ Date _____

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/team.

Canutillo Independent School District Deposit Tally Sheet

PTO Donation Fall Festival

Activity Description

461.00.5755.18.106.00

Activity Fund Account No

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

Campus Activity Number

Miscellaneous Receipts or Ticket/Bracelet Sequence

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

Loose Bills Subtotal:

Loose Coins Subtotal:

Check Subtotal - 1:

Check Subtotal - 2:

Checks - Additional:

Total Deposit: \$ 448.00

Steve Penfield 10/24/25 -

PREPARED BY _____ DATE _____

THE JOURNAL OF CLIMATE

Marina Lorraine 10/21/55

RECEIVED BY DATE

166704 / 12402
MASTER OF 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 (please see attached per grade level breakdown)		\$1501.00

Purpose of donation:

Student appreciation, incentives

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

Reefs Red Hawks PTO

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

Reefs Red Hawk PTO
Club Name

Leanne Schell
Sponsor's Signature

All grade levels (see breakdown)
Account Number

10/30/25
Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt #

Yes

No

REQUESTER'S SIGNATURE:

J. McCall 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 - Technology equipment)

Director of School Resources Date

Facilities Approval:

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

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.



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

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

Forwarded message -----

From: Red Hawks PTO <redhawkpto@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 pumping and Spider toss	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

PTO DONATION TO REYES ELEMENTARY STAFF

PTO	\$ 1,501.00
<i>Thank you for your support!!!</i>	