



# 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: March 5, 2021

Donor: Buchanan Energy

Building: Todd Hall

Donation Amount: \$500

Date of Donation: March 5, 2021

Person Receiving Donation: Chris Harmon

Description: Buchanan Energy would like to donate a \$500 check that would be used to support the areas of math and/or science.

*Asst. Supp.*  
Business Manager Approval: 

Board of Education Approval: \_\_\_\_\_

CREATE: May 7, 2020

REVISE:

REVIEW: