



## Donation Approval

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### 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: \_\_\_\_\_

Donor: \_\_\_\_\_

Building: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Date of Donation: \_\_\_\_\_

Person Receiving Donation: \_\_\_\_\_

Description:

The generous donation will be used for costs related to staff recognition.

Business Manager Approval: Courtney Whited

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