



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

(915) 877-7426  
FAX (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees  
FROM: Ron Gatlin, Purchasing Agent  
DATE: January 15, 2014  
SUBJECT: Acceptance of Donations to Canutillo ISD

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The attached forms list the donations that have been received by the district and are being submitted for your review and consideration under the Consent Agenda. Additional supporting documentation is attached.

### District Donations

Total Value	\$19,037.43
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*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*



## Canutillo Independent School District Donation Approval Form

Date of request: 12/10/13

School/Department: JDE

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

Donation Description	Quantity	Value
Quaver's Music Curriculum DVD's	6	\$702.95
-Unit 2-Instruments & Ensembles		
-Unit 3-Composers & Music History		
-Unit 4-Music Styles		

**Purpose of donation:** To supplement the K-5 Music Curriculum at Jose Damian Elementary.

**Donor or Donor Organization Name:** Texas Music Educators Association  
**Address, City, State & Zip Code:** 7900 Centre Park Dr  
AUSTIN, TX 78754

- 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

JDE General Music Class 865.00 2193.10 103.00  
 Club Name Account Number  
 \_\_\_\_\_  
 Sponsors Signature Date 12/10/13

Donation has been received and is pending approval  Yes  
 If yes, list Miscellaneous Receipt # \_\_\_\_\_  No

**REQUESTER'S SIGNATURE:** [Signature] 1/7/14  
 Principal/Department Head Date

**ACCEPTANCE APPROVAL:** [Signature] 1/15/14  
 Business Services Executive Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
 (if required - All technology related items): \_\_\_\_\_  
 Executive Director of School Resources Date

**Facilities Approval:**  
 (if required - Building and grounds modifications/improvements): \_\_\_\_\_  
 Executive Director of Facilities Date

**AFTER ALL APPROVALS SEND:**  
 Copy to Campus  
 Original to Finance Accountant

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.

# Invoice

[Print](#) | [Back](#) | [Resend Invoice and Quick Start Emails](#)



Order Number: 3954

Date and Time: 2013-11-06 19:40:04

Terms: Net 60 (1.5% Late Penalty)

Send Payment To:  
QuaverMusic.com, LLC  
1706 Grand Ave.  
Nashville, TN 37212

Phone: 1-866-917-3633  
Fax: 615-320-3274  
Email (go to):  
www.quavermusic.com/ParentTeacher/cq/

## Bill To:

Customer PO Number: EMISP-2657

### Address:

TMEA EMISP  
Attn: Laura Kocian  
PO Box 140465  
Attn: Financial Manager  
Austin TX 78714

Phone: 888-318-8632

Email: lkocian@tmea.org

## Ship To:

Ship to individual address' below.

## Primary Licensee:

Access Code: **25KG87**

### Address:

JOSE H DAMIAN EL  
Attn: Rocio Rodriguez  
6300 Strahan Rd  
El Paso TX 79932

Phone: 915-694-9298

Email: rrodriguez@canutillo-isd.org

## Items:

Code	Title	Quantity
ES-U02a	Unit 2 - Instruments & Ensembles	1
ES-U03a	Unit 3 - Composers & Music History	1
ES-U04a	Unit 4 - Music Styles	1

## Order Summary and Totals:

Code	Item	Quantity	Price	Totals
ES-U02a	Unit 2 - Instruments & Ensembles	1	\$299.00	\$299.00
ES-U03a	Unit 3 - Composers & Music History	1	\$199.00	\$199.00
ES-U04a	Unit 4 - Music Styles	1	\$199.00	\$199.00

SUB TOTAL: \$697.00

TN SALES TAX: \$0.00

S&H: \$5.95

**THANK YOU!**

**GRAND TOTAL: \$702.95**





# Canutillo Independent School District Donation Approval Form

Finance Dept.

Date of request: 12/17/13

School/Department: Canutillo ISD

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

Donation Description	Quantity	Value
<u>Rental of Chair Fees</u>		<u>\$75.00</u>

Purpose of donation: Employee Holiday Luncheon

Donor or Donor Organization Name: Martha Aguirre  
Address, City, State & Zip Code: 4122 Alden  
Santa Teresa NM 88007

- 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

Club Name \_\_\_\_\_ Account Number \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Donation has been received and is pending approval  Yes  
If yes, list Miscellaneous Receipt # \_\_\_\_\_  No

REQUESTER'S SIGNATURE: M. Aguirre 12/17/13  
Principal/Department Head Date

ACCEPTANCE APPROVAL: M. Aguirre 12/17/13  
Business Services Executive Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:  
(If required - All technology related items) Executive Director of School Resources \_\_\_\_\_ Date \_\_\_\_\_

Facilities Approval:  
(If required - Building and grounds modifications/improvements) Executive Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

AFTER ALL APPROVALS SEND:  
**Copy to Campus  
Original to Finance Accountant**

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

Date of request: 12/17/13

School/Department: CMS

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

Donation Description	Quantity	Value
<u>Cash donation in the amount of \$100 for Proj Harmony</u>	<u>1</u>	<u>100.00</u>

Purpose of donation: To purchase toys for Proj. Harmony.

Donor or Donor Organization Name: Jordan Foster Construction  
 Address, City, State & Zip Code: 7100 Ct. Jordan Drive  
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

Project Harmony  
Club Name

865.00.2197.2604/14.00  
Account Number

[Signature]  
Sponsor's Signature

12/17/13  
Date

Donation has been received and is pending approval  Yes  
 If yes, list Miscellaneous Receipt # 34489  No

**REQUESTER'S SIGNATURE:**

[Signature]  
Principal/Department Head 12/18/13  
Date

**ACCEPTANCE APPROVAL:**

[Signature]  
Business Services Executive Director 1/14/14  
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**

(If required - All technology related items)

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

**Facilities Approval:**

(If required - Building and grounds modifications/improvements)

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

**AFTER ALL APPROVALS SEND:**

**Copy to Campus  
Original to Finance Accountant**

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

Date of request: 12/18/13

School/Department: CMS/CTE/Yearbook

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

Donation Description	Quantity	Value
4 - \$10 McDonalds Gift Cards	4	\$40-

**Purpose of donation:** Cards are being given to Winner + 1st two runners up of the Yearbook Cover Art Contest. 1st place wins \$20 McDonalds GCs, 2nd + 3rd win \$10 GC each.

**Donor or Donor Organization Name:** Lisa Roskosky  
**Address, City, State & Zip Code:** 725 Phil Hansen Dr  
Canutillo, TX 79835

- 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

Yearbook  
Club Name  
[Signature]  
Sponsor's Signature

Account Number  
12/18/13  
Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt #  Yes  No

**REQUESTER'S SIGNATURE:**

[Signature]  
Principal/Department Head  
Date 12/18/13

**ACCEPTANCE APPROVAL:**

[Signature]  
Business Services Executive Director  
Date 1/14/14

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**

(If required - All technology related items)

Executive Director of School Resources  
Date

**Facilities Approval:**

(If required - Building and grounds modifications/improvements)

Executive Director of Facilities  
Date

**AFTER ALL APPROVALS SEND:**

**Copy to Campus  
Original to Finance Accountant**

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

Date of request: 12/19/13 School/Department: DDE

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

Donation Description	Quantity	Value
Personal Check	1	1500.00

RCVS JAN 05 2014 PML2:42

Purpose of donation: To purchase curtains for the stage in at the campus.

Donor or Donor Organization Name: Gary & Elizabeth Zelenak  
Address, City, State & Zip Code: 5124 Thornton El Paso TX 79932

- 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

Activity Fund 868.00.2192.06.102.00  
Club Name Account Number

N/A 12/19/13  
Sponsor's Signature Date

Donation has been received and is pending approval  Yes  
If yes, list Miscellaneous Receipt # 21188  No  
Office

REQUESTER'S SIGNATURE: [Signature] 12-19-13  
Principal/Department Head Date

ACCEPTANCE APPROVAL: [Signature] 1/9/14  
Business Services Executive Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
(If required - All technology related items) \_\_\_\_\_  
Executive Director of School Resources Date

**Facilities Approval:**  
(If required - Building and grounds modifications/improvements) \_\_\_\_\_  
Executive Director of Facilities Date

**AFTER ALL APPROVALS SEND:**  
**Copy to Campus**  
**Original to Finance Accountant**

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Gary and Elizabeth Zelenak  
5114 Thornton  
El Paso, Texas 79932  
915-497-1672 or 915-920-1149

December 19, 2013

To Whom It May Concern:

Please accept our donation of \$1,500 (One thousand, five hundred dollars), to your organization, Deanna Davenport Elementary School in the Canutillo Independent School District, on this date, December 19, 2013.

We make this tax deductible contribution for the goodwill of Deanna Davenport Elementary and students served by the school, and we do not receive any goods or services from this cash contribution.

If you should have any questions, please do not hesitate to contact us.

Sincerely,

  
Gary and Elizabeth Zelenak

Accepted By



Date:

Dec. 19, 2013



## Canutillo Independent School District Donation Approval Form

Date of request: 12/20/13 School/Department: BCE

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

Donation Description	Quantity	Value
<u>Blankets / Throws</u>	<u>20</u>	<u>\$10 - \$30</u>
<u>VARIOUS GIFTS</u>	<u>Approx</u>	<u>\$400<sup>00</sup></u>

Purpose of donation: Donate to our less fortunate families

Donor or Donor Organization Name: Brody Abel Memorial Foundation  
 Address, City, State & Zip Code: 5024 Daniphan Ste 2  
El Paso TX 79932

- 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

Club Name: None Account Number: N/A  
 Sponsor's Signature: [Signature] Date: 12/20/13

Donation has been received and is pending approval  Yes  
 If yes, list Miscellaneous Receipt # N/A  No

REQUESTER'S SIGNATURE: [Signature] Date: 12/20/13  
 Principal/Department Head

ACCEPTANCE APPROVAL: [Signature] Date: 1/10/14  
 Business Services Executive Director

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
 (If required - All technology related items)  
 Executive Director of School Resources \_\_\_\_\_ Date \_\_\_\_\_

**Facilities Approval:**  
 (If required - Building and grounds modifications/improvements)  
 Executive Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

AFTER ALL APPROVALS SEND:  
 Copy to Campus  
 Original to Finance Accountant

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.

✓ Blanket Distribution -

Espino Family (Matthew)

Soto Family (Ricardo)

Quroz Family (Carolina)

Torres Family (Scarlett)

Guerrero Family (Alfredo)

Hernandez Family (Heressoj)

12/20/13

 PF



# Canutillo Independent School District Donation Approval Form

Date of request: 12.20.13

School/Department: \_\_\_\_\_

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

Donation Description	Quantity	Value
Canutillo HS Cheerleading Squad	\$ 500.00	

Purpose of donation: 2013 - 2014 Cheer competition for the Canutillo High School cheerleading squad

Donor or Donor Organization Name: State Representative Joe Moody  
 Address, City, State & Zip Code: 5675 Woodrow Bran Str 12  
El Paso, TX 79924

- 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

Canutillo HS Cheerleading Squad Club Name  
865.00-248.75.001.00 Account Number

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Yes  
 No

**REQUESTER'S SIGNATURE:** \_\_\_\_\_  
 Principal/Department Head Date 11/9/13

**ACCEPTANCE APPROVAL:** \_\_\_\_\_  
 Business Services Executive Director Date 1/10/14

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
 (if required - All technology related items)

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

**Facilities Approval:**  
 (if required - Building and grounds modifications/improvements)

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

AFTER ALL APPROVALS SEND:

**Copy to Campus  
Original to Finance Accountant**

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

## Office Receipt

School HS NO. 2007  
 Received From Elisa Paura Date 1/10, 2014  
 (CHECK ONE) CASH \_\_\_\_\_ CHECK(S)  BOTH \_\_\_\_\_  
 \$ 500.00

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

ACCT.	DESCRIPTION	AMOUNT
	865 00 2198,75 001 00	500.00
	Canutillo HS Cheerleading Squad	

***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]

JOSEPH MOODY CAMPAIGN  
 P.O. BOX 920827  
 EL PASO, TX 79902

95-2443/1120

2126

DATE 1.9.14 Shield™

PAY TO THE ORDER OF Canutillo High School Cheerleading \$ 500.00  
Five Hundred & 0/100 DOLLARS Security Features Included. Details on Back.

**UNITED BANK** 28276  
EL PASO DEL NORTE  
 P.O. Box 248 • El Paso, Texas 79903-0248  
 www.unitedelpano.com

MEMO Donation Sponsorship

⑆ 112024437⑆ 1114685⑆ 2126

[Signature] MP

SPECIALTY LITHO





# Canutillo Independent School District Donation Approval Form

Date of request: 1/8/14

School/Department: CHS/Dance

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

Donation Description	Quantity	Value
<u>98 water bottles</u>	<u>98</u>	<u>0</u>
<u>198</u>		
<u>for</u>		

Purpose of donation: to sell for fundraiser

Donor or Donor Organization Name: Prometime Advertising  
Address, City, State & Zip Code: PO BOX 200545 ARLINGTON, TX 76010

- 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

Bodies in Motion 001.32  
Club Name Account Number

[Signature] 1/8/14  
Sponsor's Signature Date

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt #  Yes  No

**REQUESTER'S SIGNATURE:** [Signature] 1/14/14  
Principal/Department Head Date

**ACCEPTANCE APPROVAL:** [Signature] 1/15/14  
Business Services Executive Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
(If required - All technology related items)

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

**Facilities Approval:**  
(If required - Building and grounds modifications/improvements)

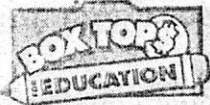
Executive Director of Facilities \_\_\_\_\_ Date \_\_\_\_\_

**AFTER ALL APPROVALS SEND:**  
Copy to Campus  
Original to Finance Accountant

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.







Thank you for participating in the Box Tops for Education® program.

Attached is a check for your school's earnings for the last submission period. Your school's Coordinator has been volunteering time to manage the Box Tops for Education program and to rally community support for your school. Please be sure to thank this person for their efforts and let them know you have received this check.

You can visit [www.btfе.com](http://www.btfе.com) to track your school's earnings throughout the year. Here, you'll find even more ways to earn Box Tops for your School.

Clip	\$415.00
Bonus Box Tops	\$44.20
eBoxTops®	\$ .00
<b>Total Check Amount</b>	<b>\$459.20</b>

Clip and Bonus Box Tops amounts reflect submissions postmarked on or before November 1, 2013. The eBoxTops amount reflects online earnings confirmed on or before November 1, 2013

Please note: The next check will be issued on or around April 15, 2014.

©2013 General Mills



CITIZENS ALLIANCE BANK  
LAKE LILLIAN BRANCH  
CLARA CITY, MN 56222

59840

75-1131  
919  
1796696

VOID AFTER June 09, 2014

PAY TO THE ORDER OF: GARCIA ELEMENTARY

Four Hundred Fifty-Nine dollars and 20 cents

NOT GOOD FOR MORE THAN \$459.20

\$ \*\*\*\*\*459.20

Memo: Box Tops for Education December 2013 Payout

{GENERAL MILLS}

⑈ 59840⑈ ⑆ 091911315⑆ 1796696⑈

RCVD JAN 09 2014 AM 08:56

Canutillo Independent School District

Office Receipt

School Garcia Elem.  
Received From Albertsons

NO. 16685  
Date 1/7, 2014  
\$ 53.78

(CHECK ONE) CASH \_\_\_\_\_ CHECK(S)  BOTH \_\_\_\_\_

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

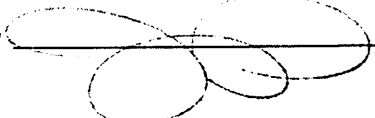
ACCT.	DESCRIPTION	AMOUNT
	Donation	53.78
	Albertsons Community	
	Partners Program	
	805.00 2195.00 105.00	

**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  
Yellow copy to finance w/Master receipt  
Pink copy remains in the book for audit purposes

Received By 

Canutillo Independent School District

Office Receipt

School Garcia Elem.  
Received From Box Tops

NO. 16686  
Date 1/7, 2014  
\$ 459.20

(CHECK ONE) CASH \_\_\_\_\_ CHECK(S)  BOTH \_\_\_\_\_

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

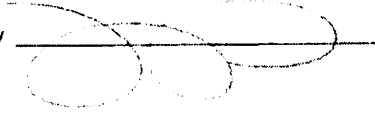
ACCT.	DESCRIPTION	AMOUNT
	Donation	459.20
	Box Tops for Education	
	805.00 2195.00 105.00	

**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  
Yellow copy to finance w/Master receipt  
Pink copy remains in the book for audit purposes

Received By 



ORIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER

UPI

**ALBERTSONS**  
Community Partners Program  
PO Box 193  
Bethel Park, PA 15102  
800.696.6419



First Commonwealth  
First Commonwealth Bank  
Central Offices: Indiana, PA 15701-0400

60 602  
433

70849

DATE  
12/13/2013

AMOUNT  
\$53.78

PAY Fifty Three Dollars And Seventy Eight Cents

TO THE ORDER OF  
GONZALO AND SOFIA GARCIA ELEMENTARY  
6550 WESTSIDE DR  
EL PASO, TX 79932

Catherine Scanlon, President

MP

AUTHORIZED SIGNATURE - VOID AFTER 90 DAYS

RED CHECK NUMBERING IMAGES THROUGH TO BACK OF SHEET

⑈0070849⑈ ⑆043306826⑆ 7110 206729⑈



# Canutillo Independent School District Donation Approval Form

RCVD JAN 09 2014 AM 11:25

Date of request: 1/8/14

School/Department: BCE

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

Donation Description	Quantity	Value
<u>Tennis Shoes</u>	<u>469</u>	<u>\$20-\$40 each</u>
	<u>approx.</u>	<u>\$ 14,070</u>

Purpose of donation: recognition of positive behavior

Donor or Donor Organization Name: Bradley Abord Memorial Foundation  
Address, City, State & Zip Code: 5024 Dorisheim Ste. 2  
El Paso, TX 79932

- 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

Club Name: None Account Number: N/A

Sponsor's Signature: [Signature] Date: 1/8/14

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt # \_\_\_\_\_  Yes  No

REQUESTER'S SIGNATURE: [Signature] 1/8/14  
Principal/Department Head Date

ACCEPTANCE APPROVAL: [Signature] 1/9/14  
Business Services Executive Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**  
(If required - All technology related items)  
Executive Director of School Resources \_\_\_\_\_ Date

**Facilities Approval:**  
(If required - Building and grounds modifications/improvements)  
Executive Director of Facilities \_\_\_\_\_ Date

AFTER ALL APPROVALS SEND:  
**Copy to Campus**  
**Original to Finance Accountant**

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

Date of request: 11/09/14

School/Department: CHS/CTE

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

Donation Description	Quantity	Value
HOSPITAL Bracelets	600	\$600
	(Estimate)	

**Purpose of donation:** RAISE FUNDS FOR PREMATURE BABIES

**Donor or Donor Organization Name:** MARCH OF DIMES  
**Address, City, State & Zip Code:** 22 LN. KANSAS STE 1504  
EL PASO, TX 79901

- 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

FB LA  
Club Name

865.00.2198.04.917,00  
Account Number

[Signature]  
Sponsor's Signature

01/9/14  
Date

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

- Yes
- No

**REQUESTER'S SIGNATURE:**

[Signature]  
Principal/Department Head

1-14-14  
Date

**ACCEPTANCE APPROVAL:**

[Signature]  
Business Services Executive Director

1/15/14  
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**

(If required - All technology related items)

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

**Facilities Approval:**

(If required - Building and grounds modifications/improvements)

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

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