

Board of Trustees

Meeting Date: December 16, 2025

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board Acceptance of the December 2025 Donations Report

Justification Statement:

Purpose of Agenda Item:

☐ Information ☐ Discussion ☐ Action

Item Type:

☐ Curriculum & Instruction ☐ Human Resources ☐ Business Services

Staff Responsible:

Veronica M. Campbell

Signature of Requester(s)

Veronica M. Campbell

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): \$ 25,242.12

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): ☐



Canutillo ISD Donations Report
December 2025

This report includes ALL donation reported to Finance in July 1, 2025 to December 9, s2025

Date	Donor Name	Address	Donation	Campus/Department	Purpose of Donation	Amount
9/25/2025	Atmosphere	Minneapolis, Minnesota	Elementary School Furniture	Silvestre Reyes Elementary	School Furniture	\$5,785.51
10/10/2025	Jay Moya	Canutillo, Texas	Cash	Canutillo High School	Art Supplies	\$200.00
11/5/2025	Sonia Dominguez	El Paso, Texas	Check	Canutillo High School	Booster Club Donation-Law Enforcement Miscellaneous Expenses	\$13,722.37
11/14/2025	Hot Shots by Lomeli Photo, LLC	El Paso, Texas	Check	Deanna Davenport Elementary	Proceeds will be used for activities involving teachers, students, and staff	\$128.00
11/17/2025	Chadelle Robinson	Mesilla Park, New Mexico	Cash-Ag Supplies	Canutillo High School	Ag Supplies	\$100.00
12/3/2025	Lakeshore	Carson, California	Elementary School Furniture	Canutillo Elementary School	School Furniture	\$1,967.00
12/8/2025	Plugher	Austin, Texas	Check	Public Information Office	DDE Groundbreaking	\$3,000.00
12/12025	Goodwill Industries	El Paso, Texas	Check	Jose Damian Elementary	Community Donation, School Activities, other School Functions	\$339.24
	No On-Line Donations received in December 2025					
					DONATIONS TOTAL	\$ 25,242.12



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 9/25/2025

School/ Department: Reyes Elementary School

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

Donation Description	Quantity	Value
Outdoor Rectangle Table	1	\$ 1,575.71
Outdoor Straight Bench	2	\$ 2,469.90
Outdoor Bean Bench	1	\$ 964.95
Outdoor Ottoman	1	\$ 774.95
	Total	\$5,785.51

Purpose of donation:

Outdoor furniture for the new shade structure

Donor or Donor Organization Name:

Atmosphere Commerical Interiors

Address, City, State & Zip Code:

81 South 9th Street Suite 450

Minneapolis, MI 55402

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

Account Number

Sponsor's Signature

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:

(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

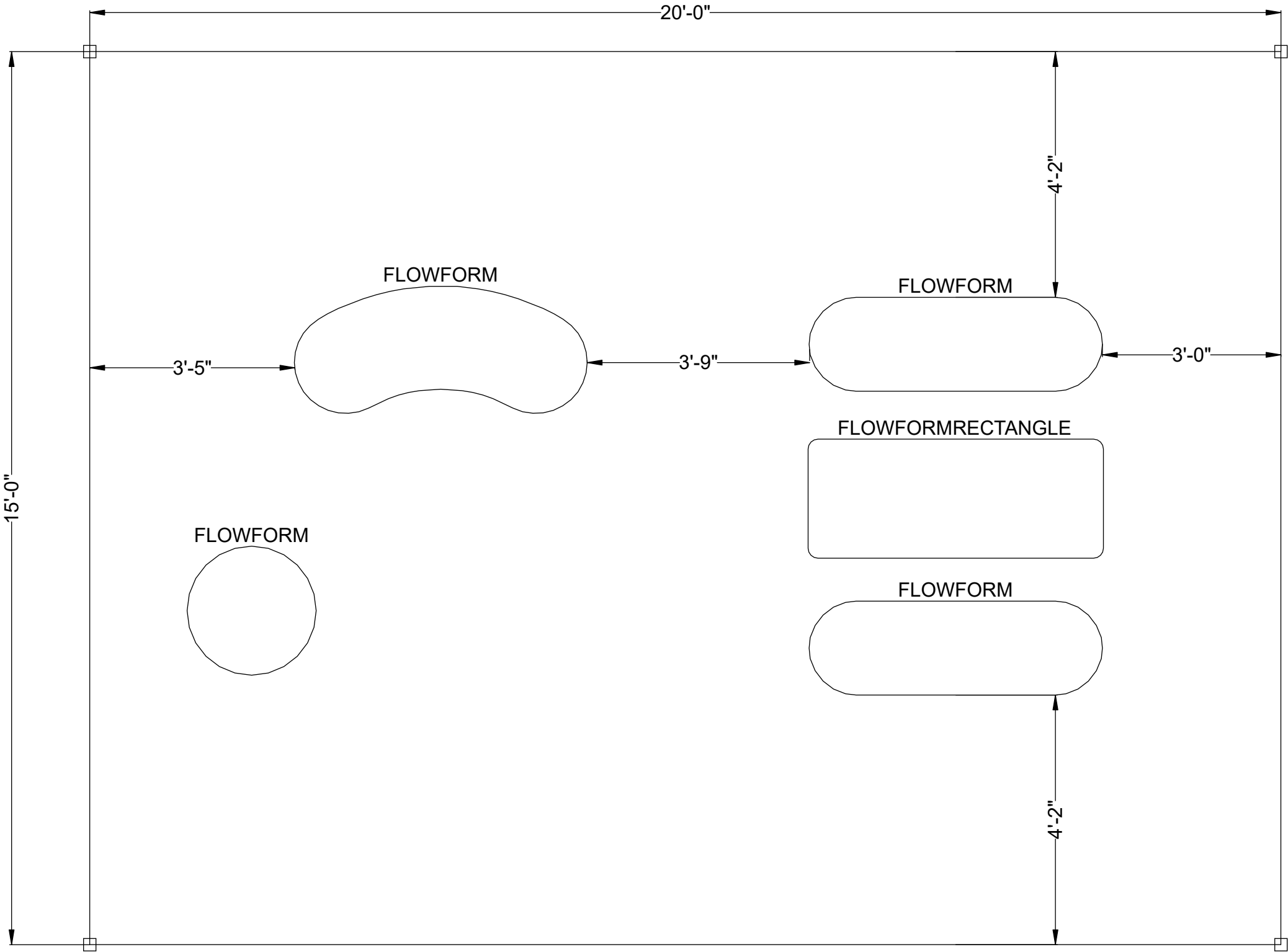
Date

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.

OUTDOOR AREA





OUTDOOR AREA

Smith System®

Canutillo ISD Outdoor Area

FURNITURE 3D VIEW

Date: 9/25/2025

Drawn by: K-LD

Scale: As Noted

OUTDOOR AREA

Furniture	Quantity	Unit Price	Total Price
Flowform® Outdoor Rectangle Table Smith System® one of these tables	1	\$1,575.71	\$1,575.71
Flowform Outdoor Straight Bench Smith System® two of these	2	\$1,234.95	\$2,469.90
Flowform Outdoor Bean Bench - Large Smith System® one of these	1	\$964.95	\$964.95
Flowform Outdoor Ottoman Smith System® one of these	1	\$774.95	\$774.95
			\$5,785.51

Smith System®

Canutillo ISD Outdoor Area
FURNITURE LAYOUT

	Drawn by: K-LD
Date: 9/25/2025	Scale: As Noted



Purchasing 10/30/25
Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 10/10/25

School/ Department: CHS / Art

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

Donation Description	Quantity	Value
<u>cash</u>	<u>200</u>	<u>\$200</u>

Purpose of donation: Advanced Art supplies

Donor or Donor Organization Name: Jay Moya
Address, City, State & Zip Code: 500 Phil Hansen
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 monetary in nature

Advanced Art

Club Name

[Signature]
Sponsor's Signature

\$ 461.00, 5755.85, 001.00

Account Number

10-10-25

Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt # 70723

☒ Yes

☐ No

REQUESTER'S SIGNATURE: [Signature]

Principal/Department Head

Date 10/23/25

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:

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12/21/25 - purchasing

Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/17/25

School/ Department: CHS/ AgScience/ FFA

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

Donation Description	Quantity	Value
<u>Check #7304</u>	<u>100.00</u>	<u>100.00</u>

Purpose of donation: To purchase FFA supplies

Donor or Donor Organization Name: Chadelle Robinson
Address, City, State & Zip Code: 815 Ft. Fillmore
Mesilla Park, NM 88047

- 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

Canutillo FFA
Club Name

865.00.2198.55.917.00
Account Number

Maurisa Cervantes
Sponsor's Signature

11/17/25
Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt# 70803

☒ Yes
☐ No

REQUESTER'S SIGNATURE:

[Signature]
Principal/Department Head

12/1/25
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



11/1/25 purchasing
Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/5/25 School/ Department: CHS

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

Donation Description	Quantity	Value
check # 1002	1	\$ 13,722.37

Purpose of donation: Law Enforcement Misc. Expenses

Donor or Donor Organization Name: Sonia Dominguez-Miller
Address, City, State & Zip Code: 6281 Cosecha Luna
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 monetary in nature

Law Enforcement
Club Name
Edmond Robinson
Sponsor's Signature

865.00.2198.17.917.00
Account Number
11/5/25
Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt# 70783

☒ Yes
☐ No

REQUESTER'S SIGNATURE

[Signature]
Principal/Department Head
11/14/25
Date

ACCEPTANCE
APPROVAL:

Financial Services Director _____ Date _____

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology-related requests)

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.

39174429

CHS LAW BOOSTER CLUB
5675 S DESERT BLVD
EL PASO, TX 79932-8506

70783

1002

188-671120 2939

DATE 11/5/25

PAY
TO THE
ORDER OF

Canutillo High School

\$ 13,722.37

Thirteen thousand seven hundred twenty two ^{37/100} DOLLARS



Wells Fargo Bank, N.A.
El Paso, Texas
Member FDIC

Donation

FOR

Law Enforcement Act 865.00-2195, 17,917.00

Isma Domínguez Miller

⑆0000001002⑆ ⑆112000066⑆ 3887822512⑆



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/14/25

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>Cheul</u>	<u>1</u>	<u>\$128</u>

Purpose of donation: Donation will be used for DDE activity for teachers, students, and staff

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

Hot Shots By Lanali Photo LLC
3470 Lee Blvd
El Paso, TX 79936

- 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
[Signature]
Sponsor's Signature

461.00.5755.06.102.00
Account Number
11/14/25
Date

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

☒ Yes
☐ No

REQUESTER'S SIGNATURE:

[Signature]
Principal/Department Head

11/14/2025
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:

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Original to Board of Trustees for Approval

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

Canutillo Independent School District

Office Receipt

NO. 68910

School DDE

Date 11/14, 2025

Received From Hot Snots

\$ 128

(CHECK ONE)

CASH

CHECK(S) ☒

BOTH

FUNDRAISER #

TAX FREE DAY

TAX INCLUDED

MISC RECEIPT#

TICKET#

ACCT.

DESCRIPTION

AMOUNT

461.00.5755.06.102.00

\$ 128

Hot Snots Donations

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]

Canutillo Independent School District

MASTER RECEIPT

DEPOSIT #

MASTER # 17338

SCHOOL DDE

DATE 11/14/25

AMOUNT \$ 128

88910

OFFICE RECEIPT REFERENCE

DEPOSIT BY [Signature]

POSTED

INITIAL & DATE

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: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$50.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$20.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$10.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$5.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$2.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$1.00 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" 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: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$0.50 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$0.25 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$0.10 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$0.05 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
\$0.01 X <input style="width: 80px;" type="text"/>	= <input style="width: 80px;" type="text"/>
Loose Coins Subtotal: <input style="width: 150px;" type="text"/>	

Check No.	Amount - 1
7274	\$ 128.00
Checks Subtotal - 1	\$ 128.00

Check No.	Amount - 2
Checks Subtotal - 2	

Loose Bills Subtotal:	<input style="width: 100px;" type="text"/>
Loose Coins Subtotal:	<input style="width: 100px;" type="text"/>
Check Subtotal - 1:	\$ 128.00
Check Subtotal - 2:	<input style="width: 100px;" type="text"/>
Checks - Additional:	<input style="width: 100px;" type="text"/>
Total Deposit:	\$ 128.00

PREPARED BY _____ DATE 11/14/25

 REVIEWED BY _____ DATE 11/14/25

MASTER OR OFFICE RECEIPT NUMBER



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

DATE NOV-10-25 32-61/1110

PAY
TO THE
ORDER OF

Deanna Davenport Elem

\$ 128⁰⁰

one Hundred dollars⁰⁰

DOLLARS Security Features
including
Digital Ink Bank



FOR

Class Pic Com

⑈007274⑈ ⑆111000614⑆

705277379⑈



Canutillo Independent School District Donation Approval Form

Date of request: 12/1/2025

School/Department: JDE

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

Donation Description	Quantity	Value
Goodwill-Sunflower Operating Donation Pickup - Month of October - Chuck	1	\$ 339.24

Purpose of donation: Community donations of items (clothes
+ etc) for schools activities, materials
+ etc.

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

Goodwill Industries of El Paso

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

On file w/ District
Sponsor's Signature

Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt # _____

- ☐ Yes
☐ No

REQUESTER'S SIGNATURE:

Maggie Cano
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

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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.

Intuit® CheckLock™ Secure Check Details on Back

SUNFLOWER BANK, NA
3025 Cortland Circle
Salina, KS 67401
83-62/1011

1440 Miracle Way
El Paso, TX. 79925

JOSE H DAMIAN ELEMENTARY SCHOOL

\$339.34**

Three Hundred Thirty-Nine and 34/100*

JOSE H DAMIAN ELEMENTARY SCHOOL
6300 STRAHAN RD
EL PASO, TX 79932

MA PROTECTED AGAINST FRAUD

* DOLLARS

MEMO

DONATION PICK-UP FOR MONTH OF OCTOBER

"927E70"
"1291Y00EE00:129007707:"

Goodwill Industries of El Paso, Inc.

JOSE H DAMIAN ELEMENTARY SCHOOL

Date	Type	Reference
11/18/2025	Bill	893 lbs

Original Amt.
339.34

Balance Due
339.34

Discount

Check Amount

Payment	339.34	339.34
---------	--------	--------

Sunflower Operating

339.34



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12/08/25

School/ Department: P10

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

Donation Description	Quantity	Value
<u>DPE Groundbreaking</u>	<u>1</u>	<u>\$ 3,000.00</u>

Purpose of donation:

Donation for organizing DPE Bond Groundbreaking

Donor or Donor Organization Name:

Address, City, State & Zip Code:

Pfuger

209 E Riverside

Austin, TX 78704

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

461.41.6499.03.730.99
Account Number

Sponsor's Signature

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 -- 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:

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Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 9/25/2025

School/ Department: Reyes Elementary School

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

Donation Description	Quantity	Value
Outdoor Rectangle Table	1	\$ 1,575.71
Outdoor Straight Bench	2	\$ 2,469.90
Outdoor Bean Bench	1	\$ 964.95
Outdoor Ottoman	1	\$ 774.95
	Total	\$5,785.51

Purpose of donation:

Outdoor furniture for the new shade structure

Donor or Donor Organization Name:

Atmosphere Commerical Interiors

Address, City, State & Zip Code:

81 South 9th Street Suite 450

Minneapolis, MI 55402

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

Account Number

Sponsor's Signature

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:

(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

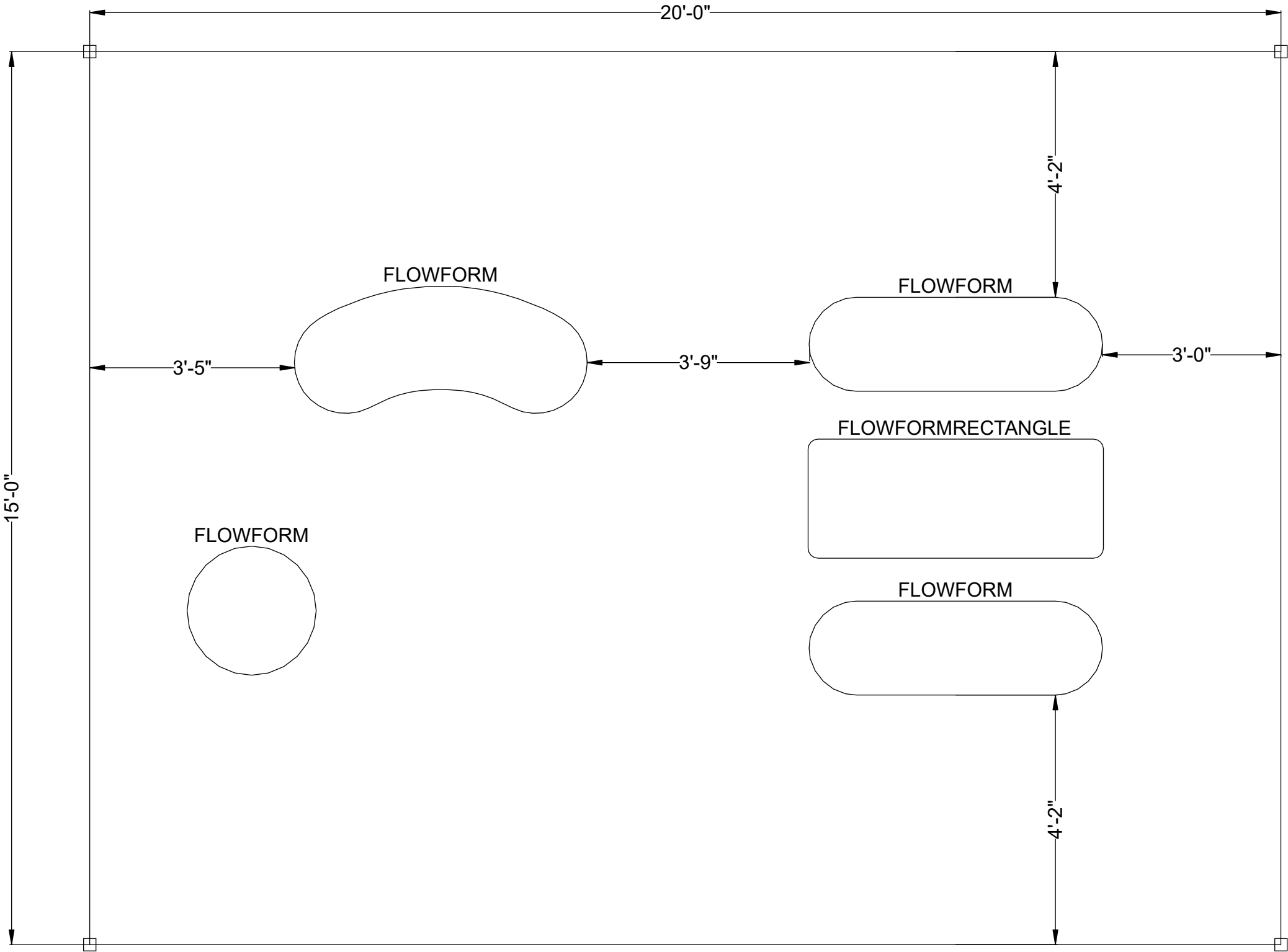
Date

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

OUTDOOR AREA





OUTDOOR AREA

Smith System®

Canutillo ISD Outdoor Area

FURNITURE 3D VIEW

Date: 9/25/2025

Drawn by: K-LD

Scale: As Noted

OUTDOOR AREA

Furniture	Quantity	Unit Price	Total Price
Flowform® Outdoor Rectangle Table Smith System® one of these tables	1	\$1,575.71	\$1,575.71
Flowform Outdoor Straight Bench Smith System® two of these	2	\$1,234.95	\$2,469.90
Flowform Outdoor Bean Bench - Large Smith System® one of these	1	\$964.95	\$964.95
Flowform Outdoor Ottoman Smith System® one of these	1	\$774.95	\$774.95
			\$5,785.51

Smith System®

Canutillo ISD Outdoor Area
FURNITURE LAYOUT

Date: 9/25/2025

Drawn by: K-LD
Scale: As Noted