

Independent School District 318 Donation Form

Date of Donation: _____

Building Administrator approving donation: _____
(Name)

(Signature)

Donated by: _____

Address: _____

Items donated:

Value of donation: _____

(An appraisal **must** be prepared by a vendor/outside source and attached to this form. If the item is newly purchased, a copy of the itemized receipt is sufficient.)

Building and department where donation will be used:

The completed form is submitted to the Business Office for processing.

Date of Board approval: _____