

ACTIVITY FUND DONATION APPROVAL FORM

CAMPUS: _____ ORG #: _____

AMOUNT OF DONATION: \$ _____ DATE: _____
(donations of items must go on a District Gift Form)

PERSON/ORGANIZATION MAKING DONATION: _____

PURPOSE OF DONATION: _____

NOTE: ALL ITEMS TO BE PURCHASED FROM DONATED FUNDS MUST GO THROUGH PURCHASING DEPARTMENT. ITEMS TO BE BID WILL BE HELD UNTIL LIKE ITEMS ARE PUT OUT ON BID LIST. IF DONATED FUNDS ARE TO BE USED TO PURCHASE CONTROLLED ITEMS OR FIXED ASSETS, OR IF ITEMS ARE DONATED, CONTACT PURCHASING AND COMPLETE A DISTRICT GIFT FORM INSTEAD OF THE ACTIVITY FUND GIFT FORM.

DONOR AGREEMENT THAT THE DONATION BECOMES THE PROPERTY OF THE DISTRICT FOR USE AND DISPOSITION AS DEEMED MOST APPROPRIATE. (check one)
Granted Denied

INDICATE STIPULATIONS BY DONOR, IF ANY: _____

SIGNATURES REQUIRED:

DONATING OFFICIAL: _____ Date: _____

PRINCIPAL: _____ Date: _____
Approved Denied

APPROVAL/DENIAL COMMENTS: _____

Is Donating Official requesting a Donation Acknowledgement Letter? (check one)
If yes, forward a copy to The Chief Financial Officer's Office. Yes No

Financial Clerk Use Only

Receipt number _____

Signature of Financial Clerk _____ Date ____/____/____