

DONATION, CONTRIBUTION, OR SPONSORSHIP

(This form must be completed, signed, and turned in for **all** such occurrences greater than \$250.)

To be filled out by donor, contributor, or sponsor:

1. DATE OF DONATION (must be prior to donation or initiation of construction):

2. I AM MAKING THIS DONATION AS (select one and fill in the legal name)

An individual (legal name):

An officer of a business (legal business name):

An officer of a booster club
Club tax ID #:

Legal club name:

A representative of an informal group
Name (not eligible for a tax receipt):

Other (Please describe; not eligible for tax receipt):

3. TYPE OF DONATION

Cash, coin(s), check (dollar amount):

Supplies, equipment, property, etc. (estimated value):

Sponsorship (amount):

3. (Continued)

Did you receive advertising, a banner, etc.?

Yes No

If yes, what? _____

Other (value):

4. DETAILED DESCRIPTION OF WHAT IS BEING DONATED:

5. PROGRAM, SCHOOL, DEPARTMENT, GRADE, OR ACTIVITY, IF ANY, TO WHICH YOU RESTRICT USE OF YOUR DONATION. Restricted funds will be used only for the named restriction. (Donations may not be restricted to use for an individual employee.):

6. REPRESENTATION

I hereby certify that I hold legal title to the funds/property being donated, that I am authorized to make such donation, and hereby transfer full title of the funds/property being donated to the LEA.

LEA name:

Signature:

FOR LEA USE ONLY:

Authorizer per LEA's donation policy:

Name:

Title:

Signature:

Date:

Received by LEA's foundation/business administrator:

Name:

Title:

Signature:

Date:

Tax receipt number: