



School District of Jefferson Donation Form

INSTRUCTIONS: The building principal should complete, sign and submit this form to the Superintendent of Schools when a donation is to be considered for Board of Education action as per Board Policy 7230.

TO: Charles Urness, Ph.D., Superintendent

RE: **Donation(s)**

INFORMATION BELOW MUST BE COMPLETED PRIOR TO SUBMISSION TO SUPERINTENDENT:

NAME OF DONOR: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

NAME OF CONTACT PERSON FOR A DONATION PHOTO (If applicable): _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DESCRIPTION OF DONATED ITEM(S): _____

If the District will purchase, or has purchased, the item to be donated or contributed toward, please select the **monetary type below and indicate what the funds are going toward in the description.*

TYPE: *Monetary In-Kind Other _____ **VALUE: \$** _____

**If monetary please send the funds with this form and include the account(s) that the funds should be deposited into.*

REVENUE ACCOUNT NUMBER(S): _____

(Include amounts in each if depositing in multiple accounts)

SCHOOL: JHS JMS East Sullivan West District Other: _____

SIGNED: _____ **DATE:** _____

(Building Principal)

Submit to Superintendent after item is received (DISTRICT OFFICE USE ONLY BELOW THIS LINE)

Approved: _____ **DATE:** _____

(Superintendent Signature)

ROUTING:

Bookkeeper (If Monetary)	Superintendent	Superintendent's Administrative Assistant	Director of Business Services (If Monetary)
<input type="checkbox"/> Enter into spreadsheet Check # _____ <input type="checkbox"/> Deposit Funds <input type="checkbox"/> Receipt Funds	<input type="checkbox"/> Signature	<input type="checkbox"/> Update spreadsheet Add to Board Meeting Dated: _____ Media Qualfication? __Y__N <input type="checkbox"/> Scan for records	<input type="checkbox"/> Add to budget

Donations qualifying for media recognition (Business (\$500+) Non-Profit/ Civic/ Individual/ (\$250+) will be given an opportunity to take a photo to be shared with the Daily Union and online.