Gift & Donation Questionnaire

Prospective donors of a gift or donation are required to outline in advance the intent of the donation and to specify any particular preferences as to its uses. The purpose of this preliminary review procedure is to determine the appropriateness of the gift or donation and to document the intent of the donor.

Donor

Name _____

Address _____

City _____ **State** _____ **ZIP** _____

Donated to:

Date _____

School/ Dept _____

Value* _____

*(Enter total value of cash, checks, or items donated. Value of donated items are estimated by donor)

Donation Details

Type of Donation:

- ☐ **Cash**
- ☐ **Check #: _____**
- ☐ **Other, Please Describe: _____**

_____

_____

Purpose of Donation:

- ☐ **General Use**
- ☐ **General Use, Instructional Item(s)**
- ☐ **Field Trips**
- ☐ **Awards**
- ☐ **Other: (i.e. a specific class or purpose)_____**

_____

_____

Site Administrator: _____ _____

Type/Print Name **Signature**

Business Office Use Only

Assistant Superintendent: _____ **Board Meeting Date:**_____

Revenue Code: **01-9___ -0-8699-00-0000-0000-_____-_____**

Expense Code: **01-9___ -0-_____-00-_____-_____-_____-_____**

Donation # _____