



BUSINESS SERVICES

REQUEST FOR ACCEPTANCE OF GIFTS & DONATIONS

Name of Individual Making Donation: _____

Representing (Organization, Firm, or Corporation): _____

Signature: _____

Address: _____

Phone Number: _____

School Requesting Acceptance of Donation: _____

Principal Signature: _____

Superintendent Signature: _____

A. CASH/CHECK DONATION:

1. AMOUNT being donated: \$ _____

2. To be used for _____

B. OTHER THAN CASH/CHECK

1. DESCRIPTION of item(s) to be donated: _____

2. Purpose for which gift is intended: _____

3. ESTIMATED VALUE: \$ _____

INTERNAL USE ONLY

BUSINESS SERVICES ONLY: Property Control No. Assigned: _____

Serial No. of Equipment: _____ Room No. /Location of Item: _____

Governing Board Meeting Date: _____

USFR definition: Accounts for the revenue of gifts, donations, bequests, and private grants made to the district. The revenues object code per the USFR is 1920-Contributions and Donations from Private Sources.

REVENUES: All revenues received as a gift and donation is to be recognized by the Governing Board. This is to be accomplished by placing each receipt on the board agenda. After the Governing Board acceptance, the Business Office will forward an appropriated "Thank You" to the Donor.

Forward this completed form to: Toltec School District, Attention: Gifts & Donation Accountant. 3315 N Toltec Road Eloy, AZ 85131. For questions or concerns please contact the Gifts and Donation Accountant at 520 466-2359 or by email at asoto@toltecsd.org.