Donation Acceptance Recommendation

Subject:
Include donor's name, recipient (if applicable) and value

Background Information:
Information on donor

Statement of Fund Use:
What is the used donation for, specifically?

Campus/Department donated to:

Benefit Statement:
Tell how this donation benefits your campus/department

Recommendation

Recommend Approval of Donation Comment: Do Not Recommend Accepting Donation Explanation:

Recommended By:

Principal/Director
Signature:

Executive Leadership Approval:

Katie Bowman, Associate Superintendent of Finance and Auxiliary Approval:

Typed Name:

_____

President
Board of Trustees