



Donation Acceptance Recommendation

Subject

Include Donor name, amount & to who (as applicable)

Background Information

Statement of Fund Use

Where is the donation going; specific?

Campus(es) Affected

Drop-down menu or Manual

Benefit Statement

Tell how this donation benefits your campus/department.

Recommendation

Recommend Approval of Donation

Do Not Recommend Accepting Donation

Comment (3-4 Words)

Explanation

Submitted By:
Principal/Director

Recommended By
Katie Bowman
Associate Superintendent for Finance

Typed Name:

x_____

President
Board of Trustees