

Information Sheet for Donated Supplies/Equipment/Cash or Check

Date of Offer: \_\_\_\_\_  
Offer Received By: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
(Cabinet Member)

Name of Donor: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Please check one: \_\_\_\_\_Supplies    \_\_\_\_\_Equipment    \_\_\_\_\_Cash/Check

Description of item(s) to be donated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_

Rejected: \_\_\_\_\_ Date: \_\_\_\_\_ Refusal Letter Sent: \_\_\_\_\_  
(copy attached)

Reason for Rejection: \_\_\_\_\_

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_ Letter Sent: \_\_\_\_\_  
(copy attached)

Stipulations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Instructional Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Value less than \$500: District Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Value \$500 or more: Board of Education Approval: \_\_\_\_\_ Date: \_\_\_\_\_

C: District Superintendent  
Assistant Superintendent for Administration