

REQUEST FOR APPROVAL OF GIFTS/DONATIONS

(submit in duplicate)



To: Debbie Whitt, Treasurer's Office

Date _____

School _____

Tally Sheet # _____

The Board of Education meets the 3rd Monday of month. Requests for approval must be in by Wednesday of the week prior to the board meeting.

Amount of gift/donation: _____

Type gift/donation: _____

Specific purpose of gift/donation: _____

Donor's Name: _____

Phone: _____

Address: _____

Credit to account: _____

Date: _____

Revised 8/14

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