Building Name:  Employee Completing Form:

Title:  Ext:  Date: 

If donation was made for a specific purpose, department, club, account, etc., please note here:

**O L E N T A N G Y** L O C A L S C H O O L S

***Donor Information***

(feel free to attach a spreadsheet for multiple donations with the same purpose)

Name of Donor: 

Organization: 

Mailing Address: 

City:  State:  Zip: 

***Description of Item(s) Donated***

Item:  Value: $

 Model Number:  Serial Number: 

Item:  Value: $

 Model Number:  Serial Number: 

Item:  Value: $

 Model Number:  Serial Number: 

***Treasurer’s Office Use Only***

Board Agenda Date:  Inventory Item? YES/NO

***Donation Acceptance Form***

This form must be completed and submitted to the Treasurer’s Office for ANY audio/visual, music, and technology items over $150.00 for fixed asset inventory purposes. ALL monetary/other item donations valued over $500.00 will require Board approval following the submission of this form.

(This form may also be used for any donor wishing to receive an acknowledgement for tax purposes.)

***Description of Money Donated***

Monetary Amount:  Deposit Ticket Number: 

Please contact the Treasurer’s Office with any questions regarding donations or the use of this form. 740-657-4035