



ADELANTO ELEMENTARY SCHOOL DISTRICT

GIFTS AND DONATION FORM

Donation is for: _____ Site or _____ District

Name of School/Department: _____

Address: _____

Name of Donor: _____

Street Address: _____

City, State & Zip: _____

Description of the donation (if cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number, color, etc):

Donors estimate of value: _____

Purpose of the donation (ASB organization, school site or district program): If the donation is for a club or organization that is part of the school's ASB, indicate the name of club or organization and deposit the cash or check into the ASB bank account. Retain this form as a record of the donation.

If the donation is for the district, either for the use of the school or for another district program, forward the cash, check or item to the district Business Office with this completed form. Explain below whether the donation is for the school site or a specific district program.

Received at: _____

Administrator's Authorization: _____

Signature: _____ Date: _____