Donation to ASB

**Name of School:**

**Name of Club:**

**Donation to ASB**

**Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Donor:

Street Address:

City, State & ZIP:

Telephone:

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.)

Donor’s 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 a school’s ASB, indicate the name of the 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 other item to the district business office with this form. Explain below whether the donation is for the school site or a specific district program.

Report prepared by:

Signature, Title and Date

Verified by ASB bookkeeper:

 Signature, Title and Date

Donor:

Signature, Title and Date

Submitted and Approved by:

 Student Club Representative:

 Signature, Title and Date

 Club Advisor:

Signature, Title and Date

 Principal/School Administrator:

 Signature, Title and Date

Recorded in ASB Student Council Minutes on:

 Date