ASB Donations

Use this form when receiving donations of money or equipment that are not accompanied by a donation letter

Leroy Greene Academy

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 t he 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 of a specific district program.

_____

_____

_____

_____

Prepared by: _____
Signature | Printed Name | Date

Donor: _____
Signature | Printed Name | Date

Verified by ASB: _____
Signature | Printed Name | Date

Principal: _____
Signature | Printed Name | Date

Presented to ASB on: _____
Date