



Donation Form

Donor Information to be used for Acknowledgements: (please print or type)

Name of Donor:		
Mailing address:		
City:	State:	ZIP Code:
Telephone (home):		
Telephone (business):	Fax:	
E-Mail:		
Designation of donation (list club/sport/program name to receive donation):		
Description of Donation (If monetary donation, list the exact amount; if other than a monetary donation, include a detailed description of each item, including serial number, model number, color, etc.):		
How the school will use this donation:		
Donor's estimate of value:		

Please make checks, corporate matches, or other gifts payable to:

Lompoc Unified School District
 PO Box 8000
 Lompoc, CA 93438-8000

To Be Completed by School:

Donations must be approved and accepted by the Board of Education.

1. Please forward completed form to the district business office.
2. Please attach a copy of this form to the monetary donation before sending to Accounting.

School Received at:	
Designate Account Number to receive monetary donation:	
Received by (print name):	Received by Signature:
Date Received:	School Administrator Signature:

To Be Completed by Business Office:

Date of Agenda Review:
Date Approved by Board:
Date Donor Recognition Sent*:

*A copy of this form will be included with the donor recognition letter.