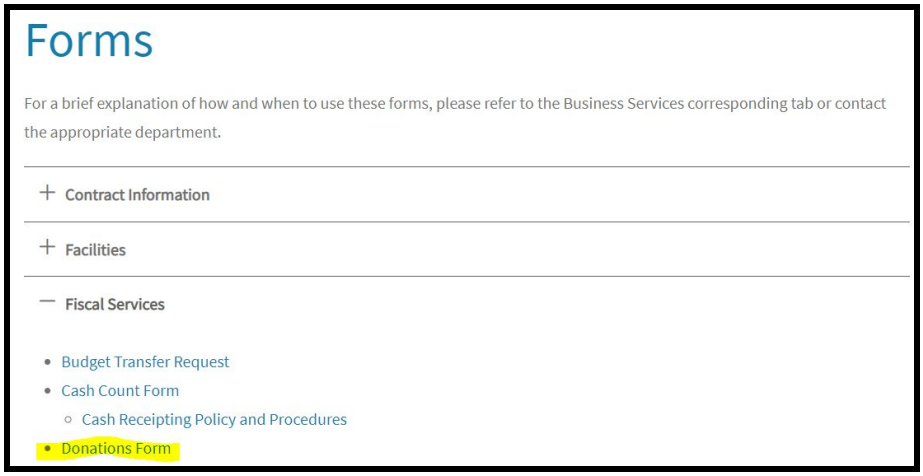
School Site Donations

- Once a school site receives a check for donations, please fill out the Donations form located on the website
    - https://resources.finalsite.net/images/v1587710630/mhusdorg/vz8b4ax7xgfetyz1f6j2/DonationResolutionRequestFormEdit.pdf
    - www.mhusd.org > Faculty/Staff > Business Services > Forms > Fiscal > Donations Form
    - 

- Completely fill out the form
    - Asset on the left and cash/check on the right
        - The **correct** Program Account Number needs to be filled whether it is an asset or cash/check
        - If you do not know your correct Program Account Number, please contact your accounting specialist
            - All donations accounts for check/asset will have **8699** as the object code
- Pony both the check and the filled out form to Allison Murray at the District Office
    - Allison will receive the envelope and complete the paperwork and send the checks to the fiscal department to cash
        - Fiscal department will cash checks and put into a holding account until the donation has been approved at the next board meeting
        - After the board meeting, Allison will send out the “thank you”/tax letter to the donors which will include to Board Resolution accepting the donations
            - Fiscal department will transfer the funds into the site’s donation account after the board meeting
- The school district **cannot** take gift cards as donations, please work through your home and school club to accept this type of donation