

**Alvarado Independent School District  
Form to Submit Donations to Board for Acceptance**

Person/Firm making donation: \_\_\_\_\_

Person/Firm's address: \_\_\_\_\_

Item(s) being donated: \_\_\_\_\_

Number of items: \_\_\_\_\_

Identifying information/numbers: \_\_\_\_\_

Approximate total value of item(s): \_\_\_\_\_

Date of donation: \_\_\_\_\_

If person/firm specified how/where the donation was to be used, please state their request as that may determine whether the donation will be accepted or not:

\_\_\_\_\_  
\_\_\_\_\_

If person/firm did not specify how/where the donation was to be used, do campus personnel have a preference for the use of the item(s)?

\_\_\_\_\_  
\_\_\_\_\_

Is there any other pertinent information concerning the item(s) or the donation?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee receiving the item(s)

\_\_\_\_\_  
Campus Administrator