

**TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
GOVERNING BOARD AGENDA SITE REQUEST**

DONATION

Date Prepared: _____ School Site: _____

Governing Board Date Requested: _____

Name of the Donating Organization: _____

Address: _____

Description of item/s offered for donation and how the item/s will be used (include how this donation will benefit students).

(Cash) (Check) (Money Order) please circle one Dollar Amount Donated:	Complete this section only if the donation is money (i.e. cash, check, or money order). ***** Notation: Do not place a dollar value to a donation that is not cash, check or money order (the District does not validate monetary value).						
	\$ _____						

Deposit to account number:	Fund	School	Resource	PY	Goal	Function	Object
			0600				

Deposit to A.S.B./Student Council:	Yes <input type="checkbox"/>	Club name (if applicable)
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Request prepared by: _____

Site contact person: _____

Reviewed and Approved by: _____ Date: _____
 Site Principal/Administrator

Additional Comments: _____

District Office Review and Approval - if required

Library/Media approval: _____ I.M.S. approval: _____ Transportation approval: _____ Maintenance & Operations approval: _____ Risk Management approval: _____

For Business Support Services Use Only:

Date request received: _____ Scheduled Board Agenda date: _____

Date of Governing Board approval/denial: _____ Date of notification to site and donating party: _____

Assistant Superintendent Business Support approval: _____