

# Midland Independent School District

## Donation Form

Use this form to report all donations/gifts received by a campus/department, including donations/gifts recorded to activity fund accounts and regardless if the donation/gift is monetary or non-monetary (including equipment, staff luncheons, etc.).

Campus / Department: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (If organization, please provide name of president)

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of Donation	Value*	Purpose of Donation
_____	\$ _____ CHECK# _____ CASH _____	_____
_____	\$ _____ CHECK# _____ CASH _____	_____
_____	\$ _____ CHECK# _____ CASH _____	_____

\*Value, **determined by donor**, will be for internal reporting purposes only. This value may not be recognized/accepted as an appraised value for IRS purposes.

Permission is requested to accept this donation/gift for our school / department. The donor understands that the donation/gift will become the property of the Midland Independent School District and acceptance is subject to board policy CDC (Local). If applicable, the campus/department will notify the District's Business Office to add the approved donation/gift to the fixed asset inventory.

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

Copy of Thank You Note

*Please forward this completed and signed form to the Finance's office. **You must also include a copy of a thank you note/letter you wrote to each recipient.***