

Donated Items Form

EEF Items

Name of Teacher

School/ Bldg./Room

Description of Item

Price

Serial Number

Model Number

Non-EEF Donations

Intended use of the Item

Department/Bldg./Room

Original Cost of Item

Fair Value of Item on Donated Date (Must Provide by Donor)

Serial Number

Model Number

Donor's Signature:

Date:

I have inspected the donated item above and it deem beneficial to my department.

Administrator Signature:

Date:

Board Approved on: