



GIFTS AND DONATIONS

Please complete this form when your building/program receives a donation of any kind – money or an item(s). In order for the donor to receive a letter to use as proof of a charitable contribution, this form must be complete and sent to the Southfield Public Schools Board of Education Office located in the John W. English Administrative Center.

Name of donor(s): _____

Address: _____

City/State: _____ Zip: _____

Phone: () _____

Gift/donation (describe): _____

Donor's estimated value of gift: \$ _____

Where/how will the donation be used? _____

Donation received by: _____

School: _____

Additional comments: _____

OFFICE USE ONLY

FORM RECEIVED: _____

ACKNOWLEDGMENT SENT: _____