



SWEETWATER UNION HIGH SCHOOL DISTRICT

DONATION FORM

Site: _____

Responsible Party: _____

Donated By: _____

Cash Amount: \$ _____ Check #: _____

Address: _____

Please check appropriate answer:

Money to stay at site: _____ to District: _____

Value of Donation: _____

Donated equipment must be accepted by the district and must also be reported to Purchasing.

Purpose of Donation (narrative): _____

Signature of Principal: _____ Approved by the Board of Trustees on _____

White: Finance

Canary: Site

Pink: Internal Auditor

PLEASE ATTACH COPY OF THE CHECK AND/OR LETTER FROM DONOR

FORM No: 4117

Revised 11/11