Record of Donation

Instructions - Complete this form and send to the Superintendent's Office. The form will improve the information that is recorded in our fixed assets inventory system and will also serve as a memo to the Superintendent to include the donation in the board agenda as an approval item. It will not be necessary to type a separate memo. Feel free to add any additional information in the comments area. It is very important to include brand names, model numbers, serial numbers and values.

In accordance with Policy KCD, Donations and Gifts to Schools, please accept the donation described below from _Gregg & Nancy Carlson____. (Donor's Name)
The donated items will be located at _O.M. Tiffany Elementary_____. (Building)

Quantity	Description	Brand Name	Model No.	Serial No.	Room No.	Unit Value	Total Value
	Cash						$300

Comments:

Submitted by _____Jared Ahlberg, O.M. Tiffany Elementary Principal_____ Date _December 19, 2011_____