

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 3M.
 The donated items will be located at May Overby Elementary. (Donor's Name)
(Building)

Quantity	Description	Brand Name	Model No.	Serial No.	Room No.	Unit Value	Total Value
	Supplies for School						
24	ScotchBrite Disinfecting wipes	3M	DW-L75-A6			4.67	112.00
4	Camcorder Projectors	3M	CP45R	P1H36045200900 P1H36045200901 P1H36045200902 P1H36045200903		229.00	916.00
24	Full Adhesive Notes 3x3	Post-It	F330-4SSY			6.50	156.00
24	Super Sticky Notes 3x3	Post-It	654-5SSA11-B			11.83	284.00
144	Pop-up notes dispenser 3x3	Post-It	C501-SP			8.58	1,236.00
96	Laptop Notes 3x3	Post-It	LND-330			2.75	66.00
24	Durable Filing Tabs 2x1.5	Post-It	686-PLOY			4.50	108.00
24	Durable Filing Tabs 3x1.5	Post-It	686-203			5.63	135.00
360	Precision Student Scissors	Scotch	1447S-MIX			1.61	579.00
30 pkgs	Glue Sticks	Scotch	6008CG S-3			4.37	131.00
12 pkgs	Packing Tape	Scotch	3450-40-3			14.00	168.00
							\$3,891.00

Comments:

Submitted by Mike Neubert, Principal Date 10/30/12