



ABERDEEN SCHOOL DISTRICT

POLICIES AND REGULATIONS

NEPN Code: KCD-E

GIFTS AND DONATIONS TO SCHOOLS

Record of Donation

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. Feel free to add any additional information in the comments area.

In accordance with Policy KCD, Donations and Gifts to Schools, please accept the donation described below from Chairty Luncheon Group The donated items will be used in Lincoln Elem.
(Donor's Name) (Building)

| Quantity | Description | Brand Name & Model Number | Serial Number | Unit Value | Total Value |
|----------|-------------------------|---------------------------|---------------|------------|-------------|
| | Donation: student needs | | | | \$410 |
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| | | | | | \$410 |

Comments:

Submitted by: Lisa McNeely **Date:** 2/13/18