	ABERDEEN SCHOOL DISTRICT	**NEPN Code: KCD-E**
	POLICIES AND REGULATIONS	

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 _____ The donated items will be used in _____.
(Donor's Name) (Building)

Quantity	Description	Brand Name & Model Number	Serial Number	Unit Value	Total Value

Comments:

Submitted by: **Date:**

ADOPTED: 10-26-15