



Canutillo Independent School District Donation Approval Form

EXHIBIT R

Date of request: _____ School/ Department: _____

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value

Purpose of donation: _____

Donor or Donor Organization Name: _____
Address, City, State & Zip Code: _____

- Check one:
- Non-monetary donation
 - This donation will be recorded in the campus/department activity account
 - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name _____ Account Number _____

Sponsor's Signature _____ Date _____

Donation has been received and is pending approval Yes
If yes, list Miscellaneous Receipt# _____ No


REQUESTER'S SIGNATURE: _____
Principal/Department Head _____ Date _____

ACCEPTANCE
APPROVAL: _____
Financial Services Director _____ Date _____

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:
(If required - All technology related items) _____
Director of School Resources _____ Date _____

Facilities Approval:
(If required - Building and grounds modification s/improvements) _____
Executive Director of Facilities _____ Date _____

AFTER ALL APPROVALS SEND: *Copy to Campus*
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval 

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.