



GIFT DONATION FORM

Any persons or groups wishing to make a donation to the Newhall School District should be aware of the following:

1. The Governing Board must take formal action at a Governing Board Meeting to accept the gift. The site principal will complete the 'Gift Donation Form' and attach appropriate back-up documentation.
2. All checks must be made payable to the Newhall School District and shall be deposited in the correct account by the Business Office.
3. Letters of acknowledgment and thanks will be sent by the Business Office to the donor once the Governing Board has officially accepted the gift.
4. The District cannot legally appraise or assign a written monetary value for donated items.

Donation Information

This Donation is being made to: _____

Name of Donor: _____

Donor Mailing Address: _____

Item description: _____

Check amount: \$_____ Check Number: _____

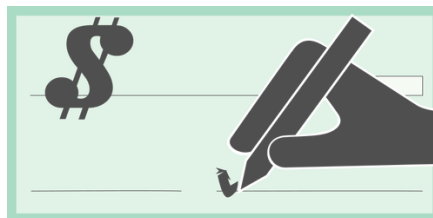
Purpose of donation: _____

Account Number for deposit: _____

Submitted by: _____

Principal Signature: _____ Date: _____

Submit completed copies of this form to the District Business Office



Please use this space to attach physical checks and make copies.