



# Donation Acceptance Recommendation

## Subject

Include Donor name, amount & to who (as applicable)

## Background Information

## Statement of Fund Use

Where is the donation going; specific?

## Campus(es) Affected

Drop-down menu or Manual

## Benefit Statement

Tell how this donation benefits your campus/  
department.

## Recommendation

Recommend Approval of Donation Comment:

Do Not Recommend Accepting Donation Explanation:

Submitted By:  
Principal/Director

Typed Name:

Recommended By

Executive Leadership Approval \_\_\_\_\_

Katie Bowman, Associate Superintendent of Finance and  
Auxiliary \_\_\_\_\_

---

**President**  
**Board of Trustees**