



Cartwright School District #83

5220 W. Indian School Rd. Phoenix, Arizona 85031

Phone: 623-691-4000 Fax: 623-691-5920

www.csd83.org

REQUEST FOR DISTRICT ACCEPTANCE OF GIFTS & DONATIONS

(Please complete and sign form, then submit to Financial Services to be included on future Governing Board Agenda)

SCHOOL or DEPARTMENT: _____

DONOR NAME/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MONETARY DONATION:

(Please submit check and this completed form to Financial Services)

Check Amount \$ _____ Check No. _____

For all checks / monetary donations, receipts will be issued by the District Office (Financial Services)

Receipt Required: Yes No DISTRICT Receipt No: _____

Possible necessary expenditure of gift/donation: _____

PHYSICAL ITEM DONATION:

Item Description: _____

FAIR MARKET VALUE OF GIFT \$ _____

For physical item donations kept at the School/Dept, receipts must be issued by School/Dept

Receipt Required: Yes No SCHOOL/DEPT Receipt No: _____

If applicable, please include the following information:

Serial No: _____ Model No: _____

ADMINISTRATOR SIGNATURE

Administrator Signature

Date

APPROVED BY GOVERNING BOARD

Governing Board Vice President/Designee

Date