

# Wharton ISD

## Donation Receipt Form

*This form should be used to record all items, in-kind and monetary donations to your campus and/or department.*

Date: \_\_\_\_\_

Campus or Department Receiving Donation: \_\_\_\_\_

This donation is being made on behalf of  an individual  an organization.

Donor Contact Name: \_\_\_\_\_

Organization, if applicable: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/PO Box City State/ZIP

### Donation Type:

In-Kind  Cash  Item

Item Description: \_\_\_\_\_

Item Value (must be determined by donor.) \_\_\_\_\_

How will the donation be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person accepting the donation: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_

Superintendent/Designee Signature: \_\_\_\_\_

*(Required for all computer hardware, software, or electronic equipment regardless of value. Or all other items valued over \$500.)*

Submit all forms to Kim Moses, Business Manager.

9/10/2018