

# PLAINS ISD

811 Cowboy Way  
PO Box 479  
Plains, TX 79355

## DONATION FORM

Use this form to report all donations/gifts received by a campus/department, including donations/gifts recorded to activity fund accounts and regardless if the donation/gift is monetary or non-monetary (including equipment, staff luncheons, etc.).

Campus/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (if organization, please provide name of president)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of Donation	Value*	Purpose of Donation
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

\* Value determined by donor, will be for internal reporting purposes only. This value may not be recognized/accepted as an appraised value for IRS purposes.

Permission is requested to accept this donation/gift for our school / department. The donor understands that the donation/gift will become the property of the Plains Independent School District and acceptance is subject to board policy. If applicable, the campus/department will notify the District's Business Office to add the approved donation/ fit to the fixed asset inventory.

Principal/Administrator Receiving the Donation

Date

Please forward this completed and signed form to the Superintendent's Office.