



## **REQUEST FOR DONATION THANK YOU LETTER**

Please fill out this form for any type and/or amount of donation and give as many details as possible. A thank you letter will be generated to the donor. A copy of the letter is sent to the district for Board Approval of the donation. Please return to the Principal's office. Thank you.

School Name:	
Teacher Name:	
Class/Dept/Group:	
Date of Donation:	
Estimated value or amount:	\$
Is this a technology item? <i>If so, please obtain approval through the Technology office prior to accepting donation.</i>	
Name of Donor/s (please indicate if donor is a student:	
Mailing Address (include Business Name & Title if applicable):	
Detailed description of item(s) donated:	
Comments:	