



Intent to Accept or Request a Monetary/ Real Property Gift Donation

District policy requires that all grants and or gifts be reported. Based on size, various approvals or procedures are required. Please complete this form for all unbudgeted monetary gifts requested or received, either solicited or unsolicited.

Who is the Donor? (contact name and information)

What is the amount of the gift?

\$ _____

What is the date the funds/gift were received?

What school(s) or departments(s) will benefit from the funds/gift donation?

What are the reporting requirements, if any?

What will the funds be used for?

- Instruction Reading
- Math Science
- Social Studies English Language Arts
- Other

Do you need assistance from the Grants Dept.?

Yes No

If so, who should we contact?

Contact Information

Principal or Designee:

Would you like the Communications Department to contact you upon award of the gift/donation? If so who should we contact?

Contact Name

Date:

Please print, sign and return this form to:

Finance Department
512 Peach Street, Crowley, TX 76036
817-297-5800
Fax: 817-297-5203
E-mail: leon.fisher@crowley.k12.tx.us

For Administration Use:

Executive Director of Finance

Superintendent or Designee

Chief Financial Officer

Requires Board Approval (Superintendent Decision?)

Yes No