

**Benavides Independent School District  
Donation Form**

The Benavides Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

**Type:** ( ) Cash/Check      ( ) Gift Card      ( ) Materials      ( ) Equipment

**Donor Information:**

Donor Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donated to: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Value of Donated Property: \$ \_\_\_\_\_

Describe/Itemize Donated Property: \_\_\_\_\_

Donor Imposed Restrictions, if any: \_\_\_\_\_

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

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**To Be Completed By District Official**

Donation approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent, or Board of Trustees if value equal to or over \$1000)

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**To Be Completed by Business Office**

Date of Receipt: \_\_\_\_\_ Amount Received (if cash): \$ \_\_\_\_\_

[ ] Cash      [ ] Check # \_\_\_\_\_ Deposited to account #: \_\_\_\_\_

Fixed Asset Tag #: \_\_\_\_\_ Location: \_\_\_\_\_