

## “Donation, Contribution, or Sponsorship Form”

### Donation, Contribution, or Sponsorship Form

*This form must be completed, signed, and turned in for all such occurrences greater than \$250.*

#### To be filled out by donor, contributor, or sponsor:

1. Date of donation: \_\_\_\_\_ (Must be prior to donation or initiation of construction.)

2. I am making this donation as (select one and fill in the legal name):

- ☐ An Individual ..... Legal name: \_\_\_\_\_
- ☐ An officer of a business ..... Legal business name: \_\_\_\_\_
- ☐ An officer of a booster club with a tax id # ..... Legal club name: \_\_\_\_\_
- For any of the above, if you wish this signed form to serve as a receipt from the authorized recipient for your own tax purposes, please provide the associated SSN, EIN, or TAX ID#: \_\_\_\_\_
- ☐ A representative of an informal group (not eligible for tax receipt)..... Name: \_\_\_\_\_
- ☐ Other (please describe) (not eligible for tax receipt)..... \_\_\_\_\_

3. Type of donation:

- ☐ Cash, coin, check ..... Dollar amount: \_\_\_\_\_
- ☐ Supplies, equipment, property, etc..... Estimated value: \_\_\_\_\_
- ☐ Volunteer time ..... Estimated worth: \_\_\_\_\_

4. Detailed description of what is being donated: \_\_\_\_\_  
\_\_\_\_\_

5. Program, school, department, class, or activity, if any, to which you restrict use of your donation. Restricted funds will be used only for the named restriction: (Donations may not be restricted to use for an individual employee.)  
\_\_\_\_\_

6. Representation: (Mark and sign appropriate one.)

- ☐ Monetary or property donor:  
*I hereby certify that I hold legal title to the funds/property being donated, that I am authorized to make such donation, and hereby transfer full title of the funds/property being donated to the Granite School District.*

Signature: \_\_\_\_\_

- ☐ Volunteer:  
*I hereby certify that I willingly donate my time and that I will not be compensated for my donated time by any source and that if I am given significant unsupervised access to a student in connection with my volunteer assignment, I must also obtain a volunteer form from the principal and complete it and submit it to Human Resources and be finger-printed.*

Signature: \_\_\_\_\_

#### To be filled out by district/school recipient:

Authorizer per District's donation policy:	Received by District's foundation/business administrator:
Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
	Tax receipt number: _____

Distribution

Original to Accounting

Copy to Donor

Copy for School/Department