



Grant/Donation Information Sheet

Please provide the answers to the following questions regarding the Grant/Donation that was received. If there are any questions, please contact Amy Hafemann in the District Office.

Group/Person receiving Grant/Donation: _____

Dollar Amount of Grant/Donation: _____

Building/Department receiving Grant/Donation: _____

Grant/Donation received from: _____

Grant/Donation \$'s Purpose; are these \$s to be spent for a specific purpose: _____

Time frame as to when these \$s will be spent: _____

Recipient responsibilities: when spending the Grant/Donation \$s:

- Know specifics of the Grant/Donation. For example; if the funds have to be expended before receiving the \$s, what paperwork is needed to receive the \$s, and where, or to whom, should the paperwork be submitted?

- Follow the district’s purchasing procedures for making the purchases, including:
 - Prior approval from administrator
 - Obtain a purchase order from building administrative assistant
 - Note on all purchases “funds for this purchase are from _____” (Name of Grant/Donation)

Complete the above form and give this form and all grant/donation paperwork to your direct administrator to forward to the district office.

Employee Signature _____

Date _____

Business Office use:

Revenue Account used to receipt Grant/Donation \$s:

R __ - __ - __ - __ - 096 - ____

Expense Account used for Grant/Donation \$s:

E __ - __ - __ - __ - __ - ____