

# MEDINA CITY SCHOOLS

## GIFTS – DONATIONS

TO: BUSINESS OFFICIAL

This is to advise the Administration and Board of Education that

\_\_\_\_\_ (name)

\_\_\_\_\_ (company or organization)

\_\_\_\_\_ (address)

has presented a donation of \_\_\_\_\_

to the \_\_\_\_\_ at \_\_\_\_\_ (activity) (building)

on \_\_\_\_\_, 20\_\_\_\_. We have used the donation to

\_\_\_\_\_ (purpose)

Receipt Acknowledged By:

\_\_\_\_\_ (date)

\_\_\_\_\_ (signature)

APPROVED: \_\_\_\_\_ (building principal)

WHITE – Business Office

YELLOW - Originator