

DONATION/GIFT APPROVAL FORM

This form must be completed and receive approval before any commitment is made to issue charitable donation receipts from the TCRCE.

School:	Date:
Specific purpose of donation(s)/gift(s):	

A	Donations/Gifts of Cash	Shall all donations be cash?	Yes	No
	<i>If Cash Donation, you do not have to complete Section B.</i>			

B	Donations/Gifts of Property Other than Cash (Include product name where applicable)	New		Used	
	Estimated Fair Market Value:	\$			
	Donor of Gift:				
	Proposed Location in School or on School Grounds:				
	Action Plan for Safety, Security and Maintenance:				
	Name of Third Party Appraiser (Appraisal or letters indicating fair market value must be attached)				

Principal's Signature _____ Date _____

Approved by:

Director of Finance: _____ Date: _____

COMPLETE ALL INFORMATION AND FORWARD TO DIRECTOR OF FINANCE