



## DONATION INTAKE FORM

Corning Union High School District  
643 Blackburn Avenue  
Corning, CA 96021  
(530) 824-8000  
(530) 824-8005 fax

### Office Use Only

Received by:	
Date:	
Donation Report:	
Board Meeting:	

**F  
R  
O  
M**

Business/  
Individual

Date \_\_\_\_\_

Contact Name

Phone (     ) \_\_\_\_\_

Street

Fax (     ) \_\_\_\_\_

City, ST Zip

Email \_\_\_\_\_

### PLEASE ATTACH ANY APPLICABLE SUPPORTING DOCUMENTATION

Qty	Item	Description	se (if applicable)	(if specified)	Amount/ Value

### Instructions:

- 1) Complete information regarding who the donation is from, including contact information.
- 2) Complete information regarding what has been donated. Donations from the same individual and/or business can be listed on one form.

Item - Cash, Check, Vehicle, Book, Computer, etc.

Description - Brief description of the item if other than a cash or check donation. (Year, make, model etc.)

Reference # - Check number, Vehicle VIN#, unit model, etc.

Purpose - Specify any identified program or purpose for the item being donated.

Amount/Value - Specify estimated value if item is not cash or check with a stated value amount.

- 3) Send completed form, with any supporting documentation attached, to Diana Davisson, CBO.

**Note regarding vehicles: Attach a copy of registration, but keep original along with any manuals etc. with the vehicle.**

### DISTRICT OFFICE USE ONLY

Account

Amount


☐

Board Agenda  
Donation Report

\_\_\_\_\_ Board Meeting

☐

Approved

\_\_\_\_\_ Chief Business Official

\_\_\_\_\_ Date