

SAF-121

BEAUMONT INDEPENDENT SCHOOL DISTRICT
MONETARY DONATION FORM

SCHOOL: _____

PLEASE COMPLETE FORM IN ITS ENTIRETY:

DATE OF DONATION: _____

NAME OF DONOR (INDIVIDUAL OR ORGANIZATION): _____

ADDRESS: _____

PHONE NUMBER: _____

DONATION AMOUNT:

CASH \$ _____

CHECK \$ _____ CHECK NUMBER _____

PURPOSE OF DONATION: _____

CLUB/ORGANIZATION RECEIVING DONATION _____

ACCOUNT NUMBER RECEIVING DONATION _____

RECEIVING SPONSOR SIGNATURE: _____

OFFICE USE ONLY:	
_____ SIGNATURE OF BOOKKEEPER	_____ DATE
_____ SIGNATURE, BUSINESS OFFICE	_____ DATE

NOTE:
Check Donations: Do not deposit donation check! Send check, this form, and any other support documentation to the Business Office for deposit. Maintain a copy of the check, this form, and support documentation in your monthly folder.
Cash Donations: Receipt the cash donation into account 461.00.5749.00.xxx.00.C86 (xxx is your campus code), and deposit the cash. Send this form and the TEAMS receipt to the Activity fund Office. Keep copies of this form and TEAMS receipt in your monthly folder.