Superintendent's Policies and Procedures Manual Yolo County Office of Education

Series 3000: Business

E 3291.00 (to SP 3291.00)

YOLO COUNTY OFFICE OF EDUCATION 1280 Santa Anita Court, Suite #100 Woodland, CA 95776-6127

GIFT/DONATION FORM

1.	Description of donation and intended use:		
2.		(D	
	(Determined by Donor and approved by Director of Business Services)		
	Approved by: Deputy / Associate Superintendent or Designee		
3.	Donor's Name and Address:		
4.	Recipient Program Name:		
	Division Head:		
	Signature:		_ Date:
5.	Superintendent Action:		
	☐ Approved	Date:	
	☐ Disapproved	Date:	
	Signature:		

Distribution of Completed Form and Letter of Thanks:

Original to Administrative Services Copy to County Schools Business Services Copy to Division Head

ADOPTED: November 17, 1998

REVISED: 08-17-01, 08-22-02; 08-12-09