

Kenyon-Wanamingo Public Schools



District 2172 Office
225 Third Avenue
Wanamingo, MN 55983
Phone 507-789-7001
Fax 507-789-7032

Middle-High School
400 Sixth Street
Kenyon, MN 55946
Phone 507-789-6186
Fax 507-789-6188

Elementary School
225 Third Avenue
Wanamingo, MN 55983
Phone 507-824-2211
Fax 507-789-7033

Policy 706 Appendix A

DONATION RECEIPT FORM

Please complete the following, sign & return to the building principal or superintendent. Superintendent will present to the K-W Board of Education for approval. Keep a copy for the site (Elementary or Secondary) records.

K-W STAFF NAME: _____ DATE: _____
(Person receiving donation) (Please Print)

JOB/POSITION: _____ BUILDING: _____

DONATION RECEIVED FROM: _____
(Organization or Individual)

Does donor prefer to remain anonymous? YES _____ NO _____



FINANCIAL DONATION

Amount of Donation: \$ _____ Cash _____ Check # _____

Intended purpose: _____



NON-FINANCIAL DONATION

Value of Donation: \$ _____ Description of Donation: _____

Intended purpose: _____

Employee Signature

Date

Principal Signature

Date

Superintendent Signature

Date

Board Rep. Signature

Date

Disclaimer: Once accepted, a gift shall be the property of the School District unless otherwise provided in agreed upon terms.