

**MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT**

15760 190TH AVENUE, BIG RAPIDS, MI 49307

(231) 796-3543 FAX (231) 796-3300

***DONATIONS***

We are trying to express prompt and appropriate thanks for the various donations received at the Mecosta-Osceola Intermediate School District. Please help by notifying the administration of any/all gifts received or promised. All donors will receive a letter of appreciation, listing the items donated.

**DONATION REPORT**

Please complete this form and supply a copy to the building administration, promptly after receiving any gifts or loaned items.

Program: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date item(s) received: \_\_\_\_\_

Items were: Donated  Loaned

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Approximate dollar value (if known): \_\_\_\_\_

**Description of Items Received**

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