



MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT

15760 190TH AVENUE, BIG RAPIDS, MI 49307

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

MOISD DONATION RECEIPT FORM

The **Mecosta-Osceola Intermediate School District** is grateful for the generous donations we receive! To ensure that all contributions are acknowledged appropriately, please complete this form for any donations or loaned items. The Assistant Superintendent of your department must approve the form **before accepting the donation**. Send the completed form to the Superintendent's Executive Administrative Assistant for processing. The MOISD superintendent will then send a letter of appreciation to the donor.

Date donation/item(s) received: _____

Items were: Donated Loaned

By: Individual/Company Name: _____

Contact Person Name: _____ Title/relationship(if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Specify if this Donation is for a Specific School/Classroom/Program: _____

Donor's Intended/Requested Use of Donation:

(Please describe how the donation will be used or any requests made by the donor.)

Description of Donated or Loaned Items Received

(Please list/describe item(s) donated or loaned)

Approximate Dollar Value (if known/applicable): \$ _____

Assistant Superintendent Approval/Signature: _____ **Date:** _____

**Send this completed form to the Superintendent's Executive Administrative Assistant for processing.*