



Millis Public Schools

245 Plain Street
Millis, MA 02054
Tel: 508-376-7000 Fax: 508-376-7020

ACCEPTANCE OF DONATION

SCHOOL/DEPT: _____

DONATION DETAILS:

DONOR: Name: _____ Email: _____

DONATION TYPE: Monetary: Amount: \$ _____ actual approximate
 Equipment/Supplies: _____

DEPOSIT TO ACCOUNT: _____

REASON/PURPOSE: _____

Acceptance Requested By _____ Date _____

If under \$1,000, Superintendent Approval: _____ Date: _____

If over \$1,000, Date of School Committee Acceptance: _____

All donations of money, goods, or services must first be formally accepted by the Millis Public Schools in accordance with all federal, state, and local laws, regulations, policies, and procedures. Failure to follow this process may mean that your donation may not be able to be accepted.