

**Junction City School District**  
Junction City, Oregon

**REPORT TO THE SUPERINTENDENT OF GIFTS TO THE DISTRICT**

*Directions: This report is to be submitted to Stephanie White in the District Office for each gift of material or monetary value, regardless of its source. The report is to be submitted as gifts are received. All gifts will be reported to the School Board for acknowledgment and response.*

SCHOOL  DATE

LOCATION (room #, etc)

GIFT

BRAND NAME  MODEL

SERIAL #

*(attach the title/deed if applicable)*

**DONOR:**

NAME  PHONE

ORGANIZATION

ADDRESS

ADDRESS 2

CITY  STATE  ZIP

APPROXIMATE VALUE  DESIGNATED VALUE

SPECIAL CONDITIONS/RESTRICTIONS:

Report submitted by