

BIG WALNUT LOCAL SCHOOLS
REQUEST APPROVAL FOR DONATION

TO: Treasurer's Office

1. DONATION TO:

BWMS Student Council

Name

Address

City

State

Zip

2. DONATION FROM:

Morgan Stanley/Ryan Dunlap

Name

Address

City

State

Zip

Contact Person

Phone

3. DESCRIPTION OF DONATION(S)

4. VALUE OF DONATION \$ 72.94

5. DONATION PROCESSED THROUGH _____ BOARD FUNDS ☒ ACTIVITY FUNDS

6. _____
(Principal's Approval)

(Advisor's Approval)

(Date)

TREASURER'S OFFICE USE ONLY

(Superintendent's Approval)

(Date)

(Agenda Date)

(Treasurer's Approval)

(Date)

200-9612 BWMS Student Council
(Fund Code)

NOTE:

Be advised that no commitment should be made or service performed by any persons with the intent that the full or partial cost of the expense would be covered by a donation to the Board of Education from outside sources unless the request has been properly processed by the building administrator and approved by the Board of Education.

Donations are a regularly scheduled item at all board meetings which means that most donations can be processed on a timely basis. After approval all donations become the property of the Big Walnut School Board.

Copy:

☒ Treasurer's Office

Copy:

Donor

Copy:

Building Administrator

BIG WALNUT LOCAL SCHOOLS
REQUEST APPROVAL FOR DONATION



TO: Treasurer's Office

1. DONATION TO:

BWHS
Name

Address

City State Zip

2. DONATION FROM:

RYAN DUNLAP 90 MORGAN STANLEY
Name
300 BRICKSTONE SQ., SUITE 601
Address
ANDOVER, MARYLAND 01810
City State Zip

Contact Person

Phone

3. DESCRIPTION OF DONATION(S)

DONATION - ANNUAL EMPLOYEE CHARITABLE
CONTRIBUTION

4. VALUE OF DONATION \$ 72.99

5. DONATION PROCESSED THROUGH _____ BOARD FUNDS ☒ ACTIVITY FUNDS

6. [Signature]
(Principal's Approval)

(Advisor's Approval)

6.1.15
(Date)

TREASURER'S OFFICE USE ONLY

(Superintendent's Approval)

(Date)

(Agenda Date)

(Treasurer's Approval)

(Date)

01B-9001 (BWHS PRINC FUND)
(Fund Code)

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✓ Copy: sc Treasurer's Office
Copy: Donor
Copy: Building Administrator