

**Ministry of Education, Heritage & Arts**

**Donation Record**

**Please use this form to record books, furniture, stationery and other items.**

**Donation of any infrastructure items eg: classrooms, water tanks, or any maintenance, repair or building work is to be recorded separately.**

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| **School Name:** |  |

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| **Donor:** |  | **Visit Date:** |  |
| **Items Donated** | **Condition of Items (New/As New/Worn but Clean and Usable)** |  |
| ***list all items separately, and add rows as required.*** |  |  |
|  |  |  |

**Receipt No (all donations should be given an official School receipt-record the number here)**

**Attach: receipt and any other relevant documentation.**