



**Portage Lakes | Career Center**

4401 Shriver Road, Uniontown, Ohio 44685 \* (330)896-8200 /FAX (330) 896-8297

**INSTRUCTIONAL SUPPLY/EQUIPMENT DONATIONS**

Program: \_\_\_\_\_ Date: \_\_\_\_\_

I. The following instructional material/equipment has been offered to Portage Lakes Career Center as a donation.

**Instructional Material/Equipment** (Description – include model and serial number)

**Source of Donation** (Please include an address and phone number.)

II. **APPROVAL**

I am authorizing the acceptance of the itemized instructional materials/equipment as listed.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Treasurer

III. **CONFIRMATION**

The donation listed above has been received and added to my program inventory.

Name \_\_\_\_\_ Date \_\_\_\_\_

(Please return this form to the Superintendent's Office after the donation is received)

**THE SUPERINTENDENT AND TREASURER MUST AUTHORIZE THE ACCEPTANCE OF ANY DONATED INSTRUCTIONAL MATERIAL OR EQUIPMENT.**

cc: Treasurer's Office