



Receipt for Donated Items

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 275-7
January 2009

INSTRUCTIONS: To be completed by MCPS personnel upon receipt of donated item(s). Please note that schools are not **required** to accept items offered as donations.

The item(s) described below was received from:

Name _____ Phone No. _____-_____-_____

Address _____
Street City State ZIP Code

DESCRIPTION OF ITEM(S)

_____/_____/_____
Signature, Director/Principal/Business Manager Date