



### Donation Memorandum of Understanding (MOU)

This Memorandum of Understanding between \_\_\_\_\_ PTA  
and \_\_\_\_\_ school is  
to establish that a donation in the amount of \$ \_\_\_\_\_ is being  
given to stated school by stated PTA. This donation is to primarily be used for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ in  
the 20\_\_\_\_ - 20\_\_\_\_ school year. If there are any remaining funds after this primary purpose  
is fulfilled, the remainder shall be used for \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ in the same school year.

A reconciliation of funds should occur prior the last Friday of May. Receipts and invoices should  
be given to the PTA for the above stated purposes. Any remaining unused balance of funds at  
reconciliation time should be returned to the PTA.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

(Principal written name)

\_\_\_\_\_

(PTA President written name)

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature