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