

STUDENT SUPPORT DOCUMENTATION FORM

School: _____

This form must be used to document the distribution of: (1) All purchased or donated items provided to students for support purposes with an estimated value of \$10 or more. (2) All monetary distributions, including gift cards and gift certificates, regardless of value. (3) All items purchased by schools using Counselor Closet or S2S funds, regardless of value.

Each item distributed requires two WCSD employee signatures. **Do not ask parents or students to sign this form.**

For purchased items, this form must be returned with the receipts when submitting credit card or p-card information. For donated items, the completed form must be retained at the school and made available upon request, including during audits.

DATE ITEM RECEIVED AT SCHOOL	ITEM DESCRIPTION	VALUE or ESTIMATED VALUE	PROGRAM (select one)	STUDENT NAME	DATE ITEM DISTRIBUTED	TWO WCSD EMPLOYEE SIGNATURES
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.
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			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			1.
			☐ Counselor Closet ☐ Steps 2 Success ☐ Other			2.