

## ***Donation Procedures***

All donations and gifts to schools or departments must be accepted by the School District Board of Education. The Board of Education will accept and acknowledge these donations officially through the approval of a Board Report.

### **Donation Procedures for Non-Monetary Items**

1. Schools/departments wishing to accept non-monetary donations should issue a Donation Form to Business Services detailing the followings:
  - Name and address of the donor
  - Description of the item(s) to be donated
  - Value of the item(s), may be estimated or at market value
  - Purpose of the donation (please list conditions, if any)
2. The detail information of items, such as technology equipment or supplies, furniture, books, etc., will be forwarded to the appropriate department (Technology, Curriculum, Purchasing, and Risk Management) for their review and approval.
3. When the items are determined acceptable, Business Services will then prepare a Board agenda item to be presented in the regular Board meeting for review and approval.
4. Upon Board's approval, schools/departments may go ahead accept the donation and immediately inform Business Services the donation has been received.
5. Business Services will then generate a formal letter carrying the superintendent's signature. The letter, which will be mailed to the donor, is evidence of their taxable donation and may be used for tax reporting purposes.

### **Donation Procedures for Monetary Items**

Schools / departments can accept the monetary donation for the purpose of public education.

1. A Donation Form should be issued to Business Services detailing the followings:
  - Date of donation acceptance
  - Name and address of the donor
  - Amount of donation
  - Purpose of the donation (please list conditions, if any)
2. Upon receiving the Donation Form, Business Services will prepare a Board agenda item to be presented in the regular Board meeting for review and approval.
3. Once approved by the Board, Business Services will then generate a formal letter carrying the superintendent's signature. The letter, which will be mailed to the donor, is evidence of their taxable donation and may be used for tax reporting purposes.

# *Donation Form*

**Donor Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Date of donation: \_\_\_\_\_

What School/Department is the Donation for? \_\_\_\_\_

**Items Donated**

Monetary – Check  /Cash   
*(Please check off what type of currency)*

Amount/s:

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

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

Material(s):

Fair Market Value:

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

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

Do You Want a “Thank You Letter”? *(Please Check a Box)* Yes  No

*(“Thank You Letter” to be used as proof for tax-filing purpose)*

Donor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your generous support.*

**To be completed by receiving staff**

Non-Monetary Items such as: technology, furniture, playground equipment, etc., required the Appropriate Department's Pre-Approval. Please attach proof of Pre-Approval.

Total Value of Non-Monetary Item(s): \_\_\_\_\_

Description of Item(s): \_\_\_\_\_

For Monetary Items, how is the donation to be used? Please be specific.

\_\_\_\_\_

Budget account number to be credited: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Receiving Staff’s Signature \_\_\_\_\_

\_\_\_\_\_ Date

Administrator's Signature

Date

Email to \_\_\_\_\_, and send original with signature, attention \_\_\_\_\_.