

**Lackland Independent School District
Donation Form**

The Lackland Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools or various District groups and clubs.

Lackland Independent School District is a public school district and is a political subdivision of the State of Texas as noted in Title 34 of the Texas Administrative Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1).

Type: () Cash/Check () Gift Card () Materials () Equipment

Donor Information:

Donor Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Donated to: _____

Purpose of Donation: _____

Value of Donated Property: \$ _____

Describe/Itemize Donated Property: _____

Donor Imposed Restrictions, if any: _____

Donor Signature

Date

To Be Completed By District Official

Donation approved by: _____
(Superintendent, or Board of Trustees if value equal to or over \$1000)

Date: _____

To Be Completed by Business Office

Date of Receipt: _____

Amount Received (if cash): \$ _____

[] Cash [] Check # _____

Deposited to account #: _____

Fixed Asset Tag #: _____

Location: _____