

3/10/11

## STARK COUNTY EDUCATIONAL SERVICE CENTER PROCEDURES FOR PROCESSING DONATIONS

*Gifts, grants or bequests are accepted by the Board provided the conditions of acceptance do not remove any portion of the control of the District from the Board. Proposals for giving funds, equipment or materials to the District with a “matching” agreement or restriction are discouraged (Board Policy KH).*

A Stark County Educational Service Center Donation Form must be completed and submitted to the Department Director/Supervisor for all donations valued at \$100 or more. The form must also be completed if a special request is made by the donor to receive a letter of receipt for tax purposes for donations valued at less than \$100.

The Finance department will process all acknowledgment letters for those donations that are accepted by the Board of Education. The department to which the donation is being made will be responsible for acknowledgement letters for donations valued at less than \$100, unless a special request is made.

The donation form may be completed on-line at the Stark County ESC website located at [www.starkcountyesc.org](http://www.starkcountyesc.org). Please follow the path: Staff Resources, Forms, Donation Form.