

Procedure 6114P - Exhibit A

**Bellevue School District
Donation/Grant Agreement Form for Cash & Cash Equivalents
(Cash, Check, Stock, etc.)**

Date _____

Select One: This is a Donation or Grant

Donor/Grantor:

Organization Name: _____

Individual Name: _____

Address: _____

Phone Number(s): _____

E-Mail Address: _____

The District's Tax ID is #91-6001637. Donations may be deductible as a charitable contribution to the extent that it exceeds the fair market value of goods or services the donor receives in return for the contribution. Please retain this document for your records and consult a tax advisor for questions.

The donor/grantor listed above hereby donates/grants cash & cash equivalents in the amount of \$_____ to:

School name: _____

Instructional program _____

ASB Activity _____

District:

District program or department _____

For Grants Only - Disbursement of unspent/residual funds if directed for a specific purpose:

To be used for a similar purpose

Balance to be returned to grantor

Donor/Grantor Signature: _____

Thresholds for District Approval of Donation/Grant:

Level	Amounts	To Be Approved By	Send Form To
1	<\$1-\$999	Deemed approved by the school or department as a result of depositing the funds	(No Form required)
2	\$1,000 and above	School Principal when funds are to a school or the District Department Supervisor for funds to a central District program	Deputy Supt. Ofc.
3	\$10,000-\$24,999	Add: A member of the District Leadership Team (DLT)	Deputy Supt. Ofc.
4	\$25,000 & above	Add: The Superintendent	Deputy Supt. Ofc.

Instructions: Cash & Cash Equivalent Donation/Grant amounts identified in Levels 2 through 4 above must be recorded on this form. Matching funds and monetary donations/grants received online must also be recorded on this form for after-the- fact approval if amounts fall into Levels 2 through 4. Multiple donations/grants from one donor may be included together on the same form if all are within the same threshold level. Attach a listing of the multiple donations/grants. E-mail approvals may be attached in lieu of required signatures on the form.

Principal (when donations/grants are to a school and are \$1,000 & above) Date

District Department Supervisor (when donations/grants are to a central district program and are \$1,000 & above) Date

District Leadership Team (DLT) Member (when donations/grants are \$10,000-\$24,999) Date

Superintendent (when donations/grants are \$25,000 and above) Date

For Budget Office Use: _____
Budget Account Code

Copies of this form shall be produced by the Deputy Superintendent's Office after all required approvals have been received. A copy shall be provided to the donor/grantor, the Business Office, and to the school or department receiving the donation/grant. The original shall be retained by the Business Office.