

Procedure 6114P - Exhibit B

Bellevue School District
Donation Acknowledgment Form for Tangible Personal Property
(Equipment and Materials)

Date _____

Donor:

Organization Name: _____ Contact & Phone #: _____
Individual Name: _____ Organization _____
Signature: _____ Address _____
Phone Number: _____
E-Mail: _____

The District's Tax ID # is 91-6001637. Donations may be deductible as a charitable contribution. Please retain this document for your records and consult a tax advisor for any questions.

The donor listed above hereby donates the following tangible personal property (attach list if necessary):

Donate to:

School Name: _____
[] Instructional program _____
[] ASB Activity _____

District:

[] District program or department _____

Instructions: The appropriate school principal and/or departmental supervisor approval must be documented and routed to the Deputy Superintendent of Finance and Operations for approval. E-mail approvals may be attached in lieu of required signatures on the form.

The District will make reasonable efforts to accommodate the intended purpose and use of the donation but reserves the right to utilize, relocate, and/or dispose of the donation as it deems appropriate. All donations become the property of the District.

Donations must be consistent with the District's philosophy and programs; must not generate more than a minimal financial obligation for installation, maintenance, and operation; must be free from health and/or safety hazards; and must be free from a direct or implied commercial endorsement except as allowed in Procedure 4237P-District Fundraising Activities: Contests, Advertising, and Promotions. Pass-through donations of tickets or other similar items (such as school supplies, reading aids, baseball tickets, etc.) must be appropriate for students and enhance District programs. (Note: Nominal classroom supplies provided by parents are outside of the scope of this procedure.)

If the donation is unsuitable, explain why: _____

Principal (when donations are to a school) Date District Department Supervisor (when donations are to a central District program) Date
Department Approval based on type of donation (Tech, Facilities, Curricular, etc.) Date Department Approval based on type of donation (Tech, Facilities, Curricular, etc.) Date
Deputy Superintendent of Finance & Operations Date

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, Business Office, and to the school or department receiving the donation. The original shall be retained by the Business Office.