



RICHLAND ONE

ENGAGE · EDUCATE · EMPOWER

Procurement Services

Central Services Facility

RCSD1 PUBLIC GIFTS/DONATIONS/CONTRIBUTION VERIFICATION FORM

Acceptance of donation in accordance with Board Policy DD Public Gifts/Donations to Schools/Departments

****Please check the appropriate box (es). ****

Cash Donation Non-Cash Donation Equipment Property Other

****Checks should be made payable to site location, e.g., 'Bradley Elementary' 'or 'Richland County School District One' ****

***** All donation/contribution forms must be reviewed by the Director of Procurement Services. *****

Date:
Name of person/business making the donation: (PRINT or TYPE)
Donor's Complete Address:
Donation made on behalf of:
School, Department, or Group Donation made to:
Value of Donation:
Donation to be used for the following purpose (be specific): ** Form must include a <u>detailed description</u> of the items/goods being donated <u>BEFORE</u> approval is considered ** (Example: (100) Black sneakers, (125) Spiraled Notebooks, etc.)
Signature of Donor:

Disclaimer: By signing above, Donor acknowledges gifts/donations does not allow any competitive advantage nor guarantees for any future purchase of said goods and services that may be procured by Richland County School District One. Donations will **NOT** be accepted during any active competitive process for like/similar commodities or services. If an item has no recipient, it will be made available to all schools/departments and assigned on a first-come first-served basis.

For District Use Only:

Date Donation Received by Procurement Services:	Date Sent to the Director of Procurement Services for Review/Approval:
Date Reviewed/Approved by Director of Procurement Services:	Date District Sends Confirmation Receipt:
Donation Tracking Number:	