

SHELDON INDEPENDENT SCHOOL DISTRICT
GIFTS, BEQUESTS OR DONATIONS TO SHELDON ISD

Purpose: The purpose of this form is to record the receipt of gifts and donations from individuals, campus PTOs, booster clubs, firms, philanthropic, social or service groups, associations, and civic organizations. These donations may be in the form of cash or property. Gifts or bequests of non-monetary types of property are recorded at appraised market value at the time of receipt. This form is not required for consumable gifts unless donor requests receipt for tax purposes.

Instructions: Please complete the information requested below. List non-monetary property such as computer equipment separately (i.e., by component such as printer, terminal, etc.). Show equipment manufacturer (Mfg.) and model number if applicable. **This form should be submitted to the SISD Business Services Department BEFORE the item is accepted IF one or more conditions in SECTION I (A through E) apply. Acceptance of any gift, bequest or donation is subject to Board Policy CDC (LOCAL).**

SECTION I:

Describe Property (Incl. mfg./model) or Cash Amount	Serial # (If Avail.)	Quantity	Per Unit Value*	Total Amount

*appraised market value

Please indicate specific purpose or instructions, if any _____

Proposed installation method or source: _____

1. A computer or technology-related item? YES NO (If yes, Section II must be completed)
2. A contracted service? YES NO (If yes, Section III must be completed)
3. Food preparation equipment? YES NO (If yes, Section III must be completed)
4. Require additional electrical capacity or location? YES NO (If yes, Section III must be completed)
5. Involve removal or addition of permanent fixtures? YES NO (If yes, Section III must be completed)

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(EXHIBIT)

Donated by:

Print Name of Donor: _____

Print Donor's Company Name (if applicable): _____

Print Donor's Address, City, State, Zip: _____

This donation is made with the understanding that the District has complete control and administration over the use of the donated funds/property. If due to changed circumstances it is impracticable to carry out the specific purpose for which the funds/property was provided (if any), the donation will be used for purposes as nearly as possible akin to the original purposes as possible and/or to support any District educational program or activity.

Donor's Signature: _____

Date: _____

ACCEPTED by Sheldon Independent School District:

Signature of SISD School Official: _____

Campus: _____

Date: _____

SECTION II:

Information Systems

YES NO (circle one)

Date: _____

Instructional Technology

YES NO (circle one)

Date: _____

SECTION III:

Maintenance and Operations

YES NO (circle one)

Date: _____