

Send form to:
Amy Woodard
Business Services Accounts Revenue Specialist

**CAMPUS/DISTRICT
DONATIONS**
Equipment, Funding or Supplies



Donation Description: _____

Donation Amount: _____

Individual/Company/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

C.E.O.: _____

Individual/Business Contact: _____

CSISD Campus/Program: _____

Campus Contact: _____

Persons to whom acknowledgments should be made: _____

Date Principal Notified: _____ Date Agreement Signed: _____

Comments: _____

Account Number for Funds: _____

- The Superintendent is authorized to accept unsolicited gifts on behalf of the District.
- Gifts with specified conditions or restrictions on use, and any gift of real property, must be submitted to the Board for approval before acceptance.
- Upon acceptance, all gifts become the sole property of the District, regardless of the method or source of donation.
- If donation requires board approval, please submit this form to Amy Woodard in Business Services. Business Services will acquire board approval, as well as send letter to donor.
- For additional information and procedures, please review the Business Services Procedures Manual located at <https://www.csisd.org/departments/business-services/procedures>

FOR OFFICE USE ONLY

Date of School Board Donation Approval: _____

Date Partnership Agreement Signed: _____

Deposit # _____ BJE# _____ Spreadsheet _____