

Department of Information Technology



Date:

School:

This form is acknowledgment of intent to donate items as listed below to Richland Schools.

Items Donated (please check one or more and provide details):

Hardware Value

Software/Supplies Value

Funds Value

Purpose of donation (please check one):

Use of donation is left to the discretion of the Richland School District

The intended purpose of donation (subject to IT Dept. review):

Donation is made by:

Individual/Organization Name

Address

City, State and Zip

Phone

Signed by Donor

Signature of Principal or Program Manager

Approved by Superintendent: _____

Approved by Board of Education: _____

New technology donations by PTSA or other groups must meet current standards for technology and be approved and/or purchased by the Executive Director of Technology. Failure to follow this process risks acceptance of technology.

Donations valued up to \$5000 may be accepted by the Superintendent upon recommendation from Technology Services. Donations valued at more than \$5000 must be approved by the school board. Arrangement for formal acceptance will be made by the Executive Director of Technology. This process does include a formal letter of acceptance and thanks to the donor. Schools or Departments receiving donated equipment are also encouraged to recognize the donor with a letter of thanks.

Note: When contributions are intended for a specific purpose or location, the Richland School District will make every effort to honor those intentions.

DONATION APPROVAL FORM

Date: _____

Executive Director of Information Technology (Signature Required)

Approved: _____ **Denied (reason):** _____

Original: Donor

copy: School/Program

copy: Accounting Department