



LAKE DALLAS INDEPENDENT SCHOOL DISTRICT

Request for Acceptance of Donated Items

Dept/Campus Receiving Donation/Gift:

Name of Donor (If organization, please include name of president)

Mailing Address

City

Zip Code

Description of Donation/Gift:

Value \$ _____

Permission is requested to accept this donation/gift for our school/department. The donor understands that this donation/gift will become the sole property of the Lake Dallas Independent School District and will be under the jurisdiction of the school/department in accordance with School Board Policy CDC(Local) and administrative rules and regulations. Approved donations/ gifts should be added to fixed asset inventory, if applicable. Upon acceptance, all donated items, funds, or materials become the sole property of Lake Dallas ISD. Donations are considered voluntary contributions to the District and, once accepted, cannot be returned, exchanged, or reimbursed.

Donor Signature: _____

Date Submitted: _____

Superintendent _____

CFO _____

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Approval

☐

Disapproval

☐

Approval

☐

Disapproval

Date of Approval/Disapproval _____