



BEDFORD • BEDFORD HTS. • OAKWOOD • WALTON HILLS

Donation Approval Form

Directions: Part I is to be completed by the chairman of the organization or the person desiring to make a donation to the Bedford City Schools. Upon receiving the requested approvals, the donation will be presented to the Board of Education for acceptance.

PART I - PRE-APPROVAL

This part is to be completed by the person proposing a donation prior to making the donation.

Donor's name: _____ Date: _____

Contact person: _____ Phone: _____

Proposed service or item(s) to be donated:

Approximate value _____

Size and/or weight of item: _____

Educational or program use: _____

School, program, or course where donation will be used:

Will the donation require operational expense? _____ Yes _____ No If yes, explain:

Will the donation require special equipment delivery or operation? ____ Yes ____ No

PART II

Is the donation in Part I recommended to the Bedford Board of Education for approval? _____ Yes _____ No

With modifications? _____ Yes _____ No

If yes, please list: _____

Principal/Supervisor Signature: _____ Date: _____

Superintendent's Approval/Signature: _____ Date: _____

(To be sent to the Treasurer for placement on the board agenda.)

PART III

Board of Education approval: _____ Yes _____ No

Donor notified: _____ Yes _____ No

Date the letter of appreciation sent: _____

Treasurer's signature: _____

Cc: Principal/Supervisor
Superintendent of Schools