



DONATION ACCEPTANCE FORM

Date of Donation:			
Campus/Department Receiving Donation:			
Donor Name:			
Donor Address:			
City, State:		Zip:	
Phone:		Email:	

Value of Donation:	Cash \$ _____	Non-Cash \$ _____
<i>For donations of supplies/equipment, please give a description of the items donated. (Model number, serial number, brand, etc.)</i>		
If Donation involves additions or modifications to a PISD facility or grounds, complete the Request to Modify Campus/Grounds Section on Page 2 of this form.		

***** APPROVAL REQUIRED FOR ALL DONATIONS *****

Per PISD Board Policy CDC:

1. The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District.
2. Any gift with a cost or market value of \$10,000 or more, or any gift of real property, shall require Board approval.
3. **Regardless of cost**, donations of the following items shall be reviewed by the Business Services department and other departments as applicable:
 - a. Computer and technology equipment;
 - b. Contracted services;
 - c. Equipment that requires additional electrical capacity or additional space; and
 - d. **Additions, removal or modifications of any district facilities, structures or grounds.**
4. Once accepted, a gift becomes the sole property of the District.
5. **ALL donations shall comply with Board Policy CDC (see *Criteria for Acceptance*).**

	Print Name	Signature	Date	Approved	Denied
Principal/Director					
Asst. Superintendent					
Facilities/Technology					
Other <i>(if applicable)</i>					
CFO/Business Services					
Board Approval Date <i>(if applicable)</i>					

**REQUEST TO MODIFY CAMPUS/GROUNDS
RELATED TO DONATIONS**

MODIFICATIONS REQUESTED:

Area(s) to be modified	Specific Modifications Requested

WORK TO BE COMPLETED BY:

		<i>Please Describe:</i>
PISD Facilities Dept.	<input type="checkbox"/>	
PISD Campus Staff	<input type="checkbox"/>	
Other <i>Please describe</i>	<input type="checkbox"/>	



<i>For Internal Use Only</i>	
Projected TOTAL cost of modifications:	\$
Projected maintenance and upkeep cost of modifications:	\$

This page to accompany Donation Acceptance Form, page 1. Do Not submit without page 1.

HOW TO COMPLETE THE DONATION ACCEPTANCE FORM

1. Complete the top section of the form with the name, address, and phone number of the person making the donation to the District.
2. Enter the date the donation is being made or the date you receive the check or items.
3. List the name of the campus or department receiving the donation or where the donated items will be used.
4. For cash, the value entered should reflect the amount of the cash donation.
5. For non-cash donations, the Internal Revenue Service requires donors to value their items. This value should reflect a fair market value.
 - a. Fair market value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts.
6. For non-cash items, list a description of the item(s).
 - a. If the item has a serial number include that information. The description should include as much information as is available (model, brand, number of units, etc.).
7. The Principal or Department head receiving the donation will sign the bottom portion of the first page.
8. IF THE DONATION WILL REQUIRE MODIFICATIONS, ADDITIONS OR DELETIONS TO A DISTRICT FACILITY OR GROUNDS, PAGE 2 MUST BE COMPLETED.
9. List the areas to be modified (for example, new fencing for Baseball Field at XYZ High School, a new marquee sign at XYZ Elementary).
 - a. Provide as much information as is available.
10. Who will be completing the work associated with the donation? Are parents wanting to perform the work, are teachers wanting to perform the modifications, etc. Please note, ALL work performed on district facilities must flow through the Facilities Department.
11. Submit the completed form to the assigned FASTeam member in Financial Services.