

Donation Form Instructions

1. Fill out Section I

Section I should be filled out entirely. List non-monetary property such as computer equipment separately (i.e., by component such as printer, terminal, etc.). Show equipment manufacturer (Mfg.) and model number if applicable. If you received cash/check, you can write "cash/check".

2. Is the donation >\$5,000?

YES

NO

3. You must submit to the Board for ACKNOWLEDGMENT (not approval). Continue to step 4.

Go to step 4.

4. Does the property received or monetary donation relate to the Department of Technology, Instructional Technology, Facilities Maintenance & Operations, Child Nutrition, Athletics and/or Fixed Assets?

YES

NO

5. Get Sections II-VII signed as applicable. **This must be done prior to accepting the donation.**

Go to step 6.

6. Does the property alter or modify District owned property or facilities?

YES

NO

Section VIII

Is signed by Superintendent or designee **prior to accepting the donation** as well as by Campus Principal/MISD Administrator

Section VIII

Is signed by Campus Principal/MISD Administrator receiving the donation.

GIFTS, BEQUESTS AND DONATIONS

May ISD is a public school district and is a political subdivision of the State of Texas and as such is exempt under section 115 of the IRS Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c)(3). However, the district is considered a tax exempt organization that may receive charitable contributions according to the IRS Code Section 170(c)(1). Contributions to the district are deductible by donors as provided in section 170 of the IRS.

Per **CDC (LOCAL), Other Revenues, Gifts and Solicitations**, the Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. Any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Administrative procedures allow Campus Principals/Administrators the authority to accept gifts that are to be used for items beyond the basic needs of a campus/department that meet the CDC (Local) acceptance criteria. Donations greater than \$5,000 must be presented to the Board of Trustees for acknowledgement. These board agenda items must be coordinated through the Assistant/Associate Superintendent. Acceptance of any gift, bequest or donation is subject to Board policy CDC (LOCAL).

If the donated property relates to the Department of Technology, Instructional Technology, Facilities Maintenance and Operations, Child Nutrition, Athletics and/or Fixed Assets, approval from the corresponding department is required prior to acceptance (Sections II-VII). Examples include technology and computer equipment, construction related contracted services, food or food preparation equipment, equipment that requires additional electrical capacity and items that involve the removal or addition of permanent fixtures to buildings or grounds.

Donations to the District that alter or modify District owned property or facilities must receive approval from the Superintendent or designee prior to acceptance.

Purpose: The purpose of this form is to record the receipt of gifts and donations from individuals, firms, associations, civic organizations, and philanthropic, social or service groups. These donations may be in the form of cash or property. Gifts or bequests of nonmonetary types of property are recorded at appraised market value at the time of receipt.

SECTION I:

Describe Property (Include mfg./model) or Cash Amount	Serial # (If applicable)	Quantity	Per Unit Value*	Total Amount

*Appraised Market Value

Please indicate specific purpose or instruction, if any:

Proposed installation method or source donated by: _____

Print Name of Donor: _____

Print Donor's Address, City, State, Zip: _____

Donor Signature

Date

SECTION II: Department of Technology

Check One: Accepted Rejected

Rational:

Special Requirements:

Department Director Signature _____ Date _____

SECTION III: Instructional Technology

Check One: Accepted Rejected

Rational:

Special Requirements:

Department Director Signature _____ Date _____

SECTION IV: Facilities, Maintenance & Operations

Check One: Accepted Rejected

Rational:

Special Requirements:

Department Director Signature _____ Date _____

SECTION VIII: Final Acceptance (Required)

Signature of May ISD Administrator/Campus Principal: _____

Department/Campus: _____

Signature of Superintendent or Designee (if applicable): _____

Date: _____

SECTION V: Child Nutrition

Check One: Accepted Rejected

Rational:

Special Requirements:

Department Director Signature _____ Date _____

SECTION VI: Athletics

Check One: Accepted Rejected

Rational:

Special Requirements:

Department Director Signature _____ Date _____

SECTION VII: Fixed Assets

Check One: Accepted Rejected

Check One: Equipment over \$5,000

High Pilferage

Rational:

Special Requirements:

Department Director Signature _____ Date _____