

Bellevue School District Donation Agreement Form

- FROM BOOSTER CLUBS
- FROM PTSA'S
- FROM EXTERNAL PARTIES AND INDIVIDUALS

_____ hereby donates to:

- School name: _____
- ASB program name: _____
- District General Fund, name of program/department: _____

1. Funds totaling \$ _____
2. In-kind gifts (equipment or materials) with an estimated value of \$ _____^{1,2}. Description of equipment or materials:

Requested purpose and use of donated funds/property:

Plan for disbursement of unspent/residual funds:

Note:
The District will make reasonable efforts to accommodate the intended purpose of this donation but reserves the right to utilize, relocate, and/or dispose of the donation as the District deems appropriate. All donations to the District become the property of the District.

The school principal or other appropriate administrator shall provide appropriate financial records of transactions involving the disposal or sale of this donation to the donor(s) upon request.

For individuals making donations:
The District's Tax ID # is 91-6001637. Under IRS guidelines, only the amount of your contribution that exceeds the amount of the goods or services provided to you is tax deductible as a charitable contribution. Please retain this document for your tax records and consult a tax advisor if you have any questions.

SIGNATURE OF OWNER/DONOR

DATE

TO BE COMPLETED BY BELLEVUE SCHOOL DISTRICT PERSONNEL

Estimated value of items received \$ _____

Approval process in accordance with Board Policy #1460 and Procedure #1460.1:

Donation amount	Signoff
< \$1,000 Principals (notify Executive Director)	(name) (sign)
Between \$1,000 and \$9,999: Superintendent or Deputy Superintendent	(name) (sign)
\$10,000 and above: Superintendent	(name) (sign)

Note:
E-mail approval may be attained from the Superintendent or Assistant Superintendent of Financial Services in lieu of required signatures on this form. A copy of the e-mail approval must be attached with this form to be valid.

¹ This estimated value is to be used only for purposes of determining the required approvals from within the District. The tax basis of donated items to the donor shall be determined by the donor or his/her tax advisor.

² In-kind gifts with an estimated or provided value of \$1,000 or greater must be approved by the Superintendent or Assistant Superintendent. Additionally, any donations of equipment or materials must have the approval of the District Department responsible for managing such materials. The Department must ensure that the equipment or materials meet District standards, is compatible with District equipment, and benefits the intended department.

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Instructions: (These instructions do not need to be printed with the agreement)

1. Print out the form and fill it out.
2. Attach any relevant documents if there are any restrictions on the donation, or provide more information.
3. Obtain signatures.
4. Three copies of this form shall be produced after all required approvals have been received. A copy shall be provided to the donor. A second copy of this form shall be retained by the school receiving the donation. The third copy of the form shall be forwarded to the business office for recordkeeping purposes.