

Donation Agreement Form for Cash & Cash Equivalents

(Cash, Check, Stock, etc.)

Date _____

Donor:

Organization Name (printed): _____

Individual's Name (printed): _____

Address: _____

Phone Number(s): _____

E-Mail Address (printed): _____

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.

The donor listed above hereby donates cash & cash equivalents in the amount of \$ _____ to:

School name: _____

Instructional program _____

ASB Activity _____

District:

District program or department _____

Disbursement of unspent/residual funds if directed for a specific purpose:

To be used for a similar purpose Balance to be returned to donor

Donor Signature: _____

Thresholds for District Approval of Donation:

Level	Amounts	To Be Approved By	Send Form To
1	<\$1-\$999	Deemed approved by the school or department as a result of depositing the funds	(No Form required)
2	\$1,000 and above	School Principal when gifts are to a school or the District Department Supervisor for gifts to a central District program	Deputy Supt. Ofc.
3	\$10,000-\$24,999	Add: A member of the District Leadership Team (DLT)	Deputy Supt. Ofc.
4	\$25,000 & above	Add: The Superintendent	Deputy Supt. Ofc.

Instructions: Donation amounts identified in Levels 2 through 4 above must be recorded on this Donation Agreement Form for Cash & Cash Equivalents (Procedure 6114P - Exhibit A). Matching funds and monetary gifts received online must also be recorded on this form for after-the-fact approval if their amounts fall into Levels 2 through 4. Multiple donations from one donor may be included together on the same form if they are all within the same threshold level. Attach a listing of the multiple donations. E-mail approval may be attained in lieu of required signatures on this form. Attach a copy of the e-mail approvals.

Principal (when gifts are to a school and are \$1,000 & above) Date _____
District Department Supervisor (when gifts are to a central district program and are \$1,000 & above) Date

District Leadership Team (DLT) Member (when gifts are \$10,000-\$24,999) Date _____
Superintendent (when gifts are \$25,000 and above) Date

<p>For Budget Office Use: _____</p> <p style="text-align: center;">Org Key • Object / JL Key • Object</p>
