

DONATIONS

Submitted by: _____ Building: _____

1. Donor's Name and Address: _____

2. Nature of Donation: _____

3. How and where donation is to be used (descriptive detail of project, service or equipment, (include serial/model#):

4. Donation less than \$300, accepted by Principal: _____

5. Donation greater than \$300, Principal's recommendation for Superintendent: _____

6. Please provide a descriptive detail of project, service or equipment (include serial/model#):

7. Does the project meet local/state/federal safety standards or other legal requirements?

Yes _____ No _____

8. Estimated current market value: \$ _____

9. Estimated costs to District: _____

a. Transportation to site \$ _____

b. Installation \$ _____

c. Construction/remodeling costs \$ _____

d. Operating and maintenance (first year) \$ _____

e. Other \$ _____

f. Comments: _____

Administrator's Signature

Date

Superintendent or Director of Finance Signature

Date

White Copy - Business Office

Yellow Copy - Donor

Pink Copy - Building

Admin. Office Use Only

Date Received:

Date Sent:

Donations

A donation form must be completed for all donations to the Springfield School District.

All forms should be signed by the principal or department administrator and forwarded to the Business Operations Department.

Finance staff will send a thank you letter to each donor.

A cash donation to a school of \$1,000 or less may be deposited in the school's student body account. The school is responsible for maintaining expenditure records related to the donation and for making sure the donation is spent in accordance with the wishes of the donor.

Donations greater than \$1,000 must be submitted to the District Business operations Department for deposit. Business Ops staff will supply the school or department with a charge out number to use in order to expend the funds. The Business Operations Department is responsible for maintaining expenditure records related to the donation, and the school or department is responsible for making sure the donation is spent in accordance with the wishes of the donor.

If you receive a check for a grant, Business Operations staff will need to determine whether or not funds can be deposited at the school level. Please notify Melissa Stalder at X3348 if you receive any grant funds.

Contacts:

For questions regarding forms and letters, please call Sheryl Cramer at X3206

For questions regarding dollar limitations and student body funds, please call Joan Bolls at X3233

For questions regarding grants, please call Melissa Stalder at X3348