

**DOTHAN CITY SCHOOLS
DOTHAN, ALABAMA**

REPORT OF DONATION ON GIFT TO DOTHAN CITY SCHOOLS

Directions: When an offer of a donation with a value of \$200.00 or more is made, call Mrs. Walker for immediate approval, if needed. Complete the form and forward to Mrs. Walker. Official approval will be granted by the Board of Education, if required by policy. Temporary approval will be granted by Mrs. Walker even if final action must be taken by the Board of Education.

1. School _____

2. Name of person, organization, agency or group making the donation _____

3. Description of item(s) to be donated (if donation consists of a very large number of small items, Include only a general statement of description of the item).

4. Approximate retail value if known _____

5. Approximate value according to salvage, prorated, depreciated or other method of determining value _____

6. Generally, how will the donation be used in the school _____

7. Does donor wish to have an acknowledgment for tax purposes _____

8. Does the donor wish to remain anonymous _____

9. Where in the school will the donation be placed on inventory (i.e., library, office, lunchroom, lab, shop, etc) _____

10. List any stipulations which the donor wants placed on the donation, if applicable (i.e., requires matching money by school, used only in a specific shop, etc.).

11. List any unusual maintenance or installation required, if any _____

I recommend the above donation be accepted
on behalf of our school and school system.

Principal

NAME AND ADDRESS OF DONOR:
