***BEDFORD CITY SCHOOLS***

***Donation Approval Form***

**Direction:** Part I is to be completed by the chairman of the organization or the person desiring to make a donation to the Bedford City Schools. Upon receiving the requested approvals, the donation will be presented to the Board of Education for acceptance.

**PART I – PRE-APPROVAL**

This part is to be completed by the person proposing a donation prior to making the donation.

Donor’s name: Date:

Contact person: Phone:

Address:

Proposed service or item(s) to be donated:

Approximate value:

Size and/or weight or item:

Education or program use:

School, program, or course where donation will be used:

Will the donation require operational expense: \_\_\_\_\_Yes \_\_\_\_\_ No

If yes, explain:

(OVER)

Will the donation require special equipment delivery or operation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**PART II**

Is the donation in Part I recommended to the Bedford Board of Education

 For approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

 With modification \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list:

Principal/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Approval/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be sent to the Treasurer for placement on the board agenda.)

**PART III**

Board of Education approval: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

Donor notified: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

Date the letter of appreciation sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: Principal/Supervisor

 Assistant Superintendent/Business Manager

 Superintendent of Schools