Dripping Springs ISD Donation Acceptance Request

Date:_____

Name:_____

Address_____

City:_____ State:_____ ZIP:_____

(A) MONEY

In the amount of $_____

These monies will be used for:_____

_____

(B) SUPPLIES/EQUIPMENT

Description (As detailed as possible – for equipment, give brand, model and serial # if available. Please attach copy of invoice if available.): Estimated Value:

_____ $_____

_____ $_____

_____ $_____

Total Estimated Value: $_____

Specify any DSISD services required, including any construction on district property.

_____

_____

Approval Required for All Gifts

The funds or other property donated or the income from the property may be spent by the trustees for any purpose designated by the donor that is in keeping with the lawful purposes of the schools for the benefit of which the donation was made or for any legal purpose if a specific purpose is not designated by the donor.

Donated Capital Assets as well as all other donations must be added to the campus inventory. The Technology Department must approve any technology equipment and Plant Operations and Facilities must approve any furnishings before accepting.

Capital Assets become the property of Dripping Springs ISD and ownership must be transferred to DSISD. DSISD will provide insurance and general maintenance of Capital Assets.

Signature of this donation acceptance shall not obligate the District beyond those obligations established in Policy CDC.

☐	Funds donated to a school or budgeted program	_____ Date_____ Principal/Administrator	Recommendation to: Accept / Deny **(circle one)**
☐	Consumable materials donated to a school or budgeted program	_____ Date_____ Asst. Supt. For Business Oper.	Approved / Denied **(circle one)**
☐	Equipment donated to a school or budgeted program	Board Approval Date _____	

If donation is denied, list reason for action/denial:_____

_____