



ORCHARD PARK CENTRAL SCHOOL DISTRICT

Donation Acceptance Request Form

Background: It is necessary for the OPCSD Board of Education (BOE) to formally accept any donations made to the school district for items exceeding \$75 in value. This form should be completed in its entirety for the BOE to consider donations of monetary sums, equipment, supplies, or contracted services (e.g. assemblies, etc.).

Donor's Name/Donating Organization: _____

Donor's Address: _____ Phone #: _____

Description and intended use of the item being donated: _____

Building(s) and/or School Group(s) benefiting from this donation: _____

TO BE FILLED BY BUILDING PRINCIAL

Donation Check Amount: _____ (or) Value of Donated Item(s): _____

If Check Donation: Budget Code that donation purchase will be paid from: _____

Please submit completed form to the building principal/department administrator for review. Once the donation is recommended at the building/department level, the request form will be forwarded to the Assistant Superintendent for Business for consideration of acceptance at a future BOE meeting.

Donor Signature

Building Principal/Administrator Signature

Date of Request

Date of Board of Education Acceptance: _____