



Gregory-Portland Independent School District Donation Form Instructions

This form should only be used for monetary donations or non-monetary donations other than perishable items. **DO NOT complete a donation form for perishable items donated to the district or campus such as cakes, cookies, cupcakes, pizza, snacks, drinks or other food items.** These items are considered de minimis in value and accepting these types of gifts does not require any form or other action to be completed.

This donation form should be completed by the donor and submitted to the Business Office if it's a donation to the district or the school campus if the donation is to benefit a specific campus.

UNCONDITIONAL DONATIONS (NO RESTRICTIONS) - APPROVAL PROCESS

- 1) **VALUE LESS THAN \$1,000** - A district official may deny or accept any donations that are unconditional AND have a value of less than \$1,000. If accepting a donation, the district official shall approve the donation by signing the bottom section of the form and remit the original completed and signed form to the Business Office for processing.
- 2) **VALUE \$1,000 OR MORE** - A district official may deny or accept any donations that are unconditional AND have a value of \$1,000 or more. If accepting a donation, the district official shall approve the donation by signing the bottom section of the form and remit the original completed and signed form to the Superintendent for final approval before accepting the donation. The district official shall submit the approved form signed by the Superintendent to the Business Office for processing.

CONDITIONAL DONATIONS - APPROVAL PROCESS

Donations where the donor has placed restrictions or conditions on the gift or bequest shall require Board approval regardless of the value of the donation.

The Board delegates the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Authorized Signers - The District Officials authorized to sign donation forms are as follows:

- 1) The Campus Principal is the authorized signer for the approval process for donations made to their campus.
- 2) The Department Director is the authorized signer for the approval process for donations made to their department.
- 3) The Director of Business Services is the authorized signer for the approval process for donations made to the district.

The Principal or Director shall sign the donation form and request approval from the Superintendent. Upon approval, the Superintendent shall sign the donation form and the Principal or Director shall request an agenda action item on the next scheduled school board meeting to present the donation, and make a recommendation that the School Board approve the donation.

Upon Board approval, the Principal or Director shall obtain the Board of Trustees signature and date on the donation form. The Principal or Director shall submit a copy of the approved form signed by the School Board to the Business Office for processing.



Gregory-Portland Independent School District Donation Form

The Gregory-Portland Independent School District Board Policy CDC (Legal) states that: A conveyance, devise, or bequest of property for the benefit of the public schools, if not otherwise directed by the donor, vests the property in the board or their successors as trustees for those to be benefited by the donation. Funds or other property donated or the income from the property may be spent by the trustees: 1) 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 2) For any legal purpose if a specific purpose is not designated by the donor.

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools or various District groups and clubs.

Gregory-Portland Independent School District is a public school district and is a political subdivision of the State of Texas as noted in Title 34 of the Texas Administrative Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1).

Type: **Cash/Check** **Gift Card** **Materials** **Equipment**

Restrictions:

Conditional (The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.)

Unconditional (No restrictions)

(If Conditional, describe restrictions below)

Donor Information:

Donor Name: _____ Organization: _____

Address: _____ City: _____ State: __ Zip Code: ____

Donated to: _____

Cash Value of Donation or Market Value of Donated Property: _____

Describe/Itemize Donated Property: _____

Donor Signature

Date

To Be Completed by District Official

Approved by Principal/Director: _____ Date: _____

(If donation is conditional OR value equal to or over \$1,000 the gift/bequest shall require Superintendent approval prior to accepting the donation)

Approved by Superintendent: _____ Date: _____

(If donation is conditional, the gift/bequest shall require Superintendent AND Board approval prior to accepting the donation)

Approved by Board of Trustees: _____ Date: _____

To Be Completed by Business Office

Receipt Date: _____ Receipt #: _____ Amount or Value Received : \$ _____

[] Cash [] Check # _____ [] Other Non-Cash If Fixed Asset Item, Tag #: _____