



# 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: \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal/Department Administrator Signature

\_\_\_\_\_  
Date

Date of Board of Education Acceptance: \_\_\_\_\_