

The Allegany County Public School System Acceptance and Donations*

***Donations that have an estimated value in excess of \$5000, or constitute an improvement to real property will be presented to the Board of Education for acceptance by formal action.**

Step 1: Donor Information

Completed by the School/Department

Name: _____

Phone: _____

Street Address: _____

City: _____

Donation/Est. Value: _____

State/Zip: _____

Purpose of Donation: _____

Recipient _____ Program/Dept _____
School Name

Step 2: Donation Acceptance

Completed by the Principal and/or Supervisors

Donation meets Board of Education criteria for acceptance.

☐ Yes ☐ No

Signature _____

Principal or Supervisor

Title _____ Date _____

Step 3: Central Office Approval – Required for Donation valued at \$250 or more.

Submitted by Principal/Department Manager to Appropriate Office as Defined Below

A donation consisting of an improvement to real property or having an estimated value greater than \$5000 must be reviewed, inspected/tested by Central Office staff and recommended to the Board of Education for acceptance.

Items

Books/Media Equipment
Education Supplies
Computers/Technology Equip.
Other Equipment
Improvement to Real Property
Physical Education Equip.

Office

Acceleration & Enrichment/Library Media
Curriculum, Instruction and Assessment
Information Technology
Operations
School Facilities
Physical/Health Education

Donation has been reviewed and is recommended to the Board of Education for acceptance.

☐ Yes ☐ No

Signature _____

Title	Date
-------	------

Step 4: Letter of appreciation and acknowledgment is attached to this form. Copies are maintained in the school or program office.