



ROSEMEAD SCHOOL DISTRICT

DONATION FORM

(Print or Type all Information)

**“ALL GIFTS ARE DONATED TO THE DISTRICT AND NOT A PARTICULAR SCHOOL”
~ ROUTE THROUGH SCHOOL OFFICE MANAGER/ DEPARTMENT SECRETARY ~**

A. DONOR’S STATEMENT: (Please describe gift offer specifically. Use additional page(s) if necessary.)

1. Item is to be purchased through District Purchasing Department. Yes _____ No _____
2. Item is now in possession of donor. Yes _____ No _____
3. Estimated value or cost: \$ _____
4. Will donor pay the installation costs, if any? Yes _____ No _____
5. Gifts Cards (attach itemized list): # _____ x Individual worth \$ _____ = Total Worth \$ _____
6. Checks (attach itemized list, if various): # of checks/check # _____ Total Amount of check(s) \$ _____

DONOR’S NAME _____
(Organization or person presenting gift)

PHONE NUMBER _____ **EMAIL** _____

DONOR’S ADDRESS _____

Signature of Donor _____ Date _____

Signature of Principal _____ Date _____

Principal Designation of Funds: _____

B. EDUCATIONAL SERVICES RECOMMENDATION (If applicable):

Approved: _____ Comments: _____
Disapproved: _____
Signature of Director _____ Date _____

C. OPERATIONS / TECHNOLOGY RECOMMENDATION (If applicable):

Approved: _____ Comments: _____
Disapproved: _____
Signature of Director _____ Date _____

D. BUSINESS SERVICES RECOMMENDATION:

Approved: _____ Installation/Maintenance Cost (est.): \$ _____
Disapproved: _____
Signature of Director _____ Date _____

E. SUPERINTENDENT’S RECOMMENDATION:

Signature of Superintendent _____ Date _____

For Superintendent’s Office Use Only:

BOARD ACTION (Date):
Approved _____
Rejected: _____
Distribution of Copies after Board Action:
Copy to: _____ Donor with Letter of Appreciation
_____ School Site _____
_____ Business Office (Original)

“For your information, a gift or contribution to the Rosemead School District is an allowed charitable contribution and tax deduction pursuant to Internal Revenue Code Sections 170(a) and 170 (c)(2).”