

Lockhart ISD

Non-cash Donation Form

Lockhart ISD Board policy CDC (local)(adopted 2/9/2017) is as follows:

The Board delegates to the Superintendent the authority to accept any bequest or gift of money or property on behalf of the District. The gift shall become the sole property of the District for its use and disposition. All gifts shall be given to the District and not to a particular school. At the discretion of the Superintendent or designee, the gift may be used in a particular school.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the board, as applicable, the Superintendent shall consider whether the gift:

1. Have a purpose consistent with District educational philosophy, goals & objectives;
2. Places any restrictions on the district or campus program;
3. Would support a program that the board may be unable or unwilling to continue once the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the district;
5. Requires the employment of additional personnel;
6. Requires or implies the endorsement of a business product;
7. Would result in inequitable funding, equipment, or resources among district schools or programs;
8. Obligates the district or campus to engage in specific actions
9. Affects the physical structure of a building or would require extensive maintenance on the part of the district.

Donation Proposal

Date: _____

Donor Name (printed): _____

Donor address, city, state, zip: _____

Donor email address: _____

Donor phone number: _____

Quantities and Detailed description: _____

****Note: The donor must provide a copy of the invoice showing their purchase cost.**

Donor signature: _____

Technology Dept. approval (if needed): _____

Maintenance Director approval (if needed): _____

CFO approval: _____

Superintendent approval (to go to Board): _____

Date of Board approval: _____

Agenda item: _____ (Board minutes will document approval)

Route this form to the CFO