

El Paso Independent School District

Donation Approval Request

Date of request: _____

School/Department: Fine Arts - 831

On behalf of the EPISD, I am asking that you approve the acceptance of the following items:

Item Description	Quantity	Value

Purpose of donation:

Donor or Donor Organization: _____

Non-monetary donation **(Copy to Property Control Management)**

Check one: This donation will be recorded in the school's general fund

This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name

Account Number

Sponsors Signature

Date

Donation has been received and is pending approval

Yes

If yes, list Office Receipt # _____

No

REQUESTER'S SIGNATURE:

Principal/Department Head

Date

ACCEPTANCE APPROVAL:

Level Associate Superintendent

Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

TIS Approval:

(If required - All computer related items)

TIS/TRC

Date

Operations Approval:

(If required - Building and grounds modifications/improvements)

Associate Superintendent of Operations

Date

Fine Arts (Instruments)

Director of Fine Arts

Date

AFTER ALL APPROVALS

Copy to Property Control Management

Copy to Campus Accounting

Original to Campus

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus general fund are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.