



RECORD OF DONATIONS AND GIFTS

(Instructions provided on reverse side)

Name of Donor: _____

Address: _____

City/State/Zip Code: _____ Phone Number: _____

Email: _____

Part 1 – Donation Information

I/We wish to donate to _____ school site/department for the following program, grade, or activity (including Student Council, ASB, or school club), _____

Type of Donation

- Cash/check \$ _____ (Please make checks payable to the school or SCUSD)
- Supplies, equipment, property, etc. (estimated value) \$ _____
- Sponsorship \$ _____

Please check the box below that applies to this donation

- Donation is intended for a group/organization accounted for within the school's Student Body Fund (ASB). The donation (check/cash) will be deposited into the Student Body Fund account.
- Donation is unrestricted or intended for a District program (includes school site events/activities, not intended for school's groups/organizations.).

Part 2 – Donation Other than Cash - Equipment, vehicles, materials (examples: paint, cleaning products, lab materials, used technology, etc.) and instructional materials must be inspected/evaluated by the appropriate district official and cleared before Board approval and acceptance. Please contact the appropriate department for an inspection or evaluation appointment.

Description of Donation/Gift (Complete description of article, including serial number, etc.) _____

District Official Inspection: Cleared Not Cleared Signature: _____

Part 3 – Tax Receipt - This form is a temporary receipt until the Board acts to formally accept the charitable donation to a District program or school. Upon Board acceptance a letter will be issued to the Donor at the address listed on this form.

Part 4 – School Site/Department Representation

I understand the legal title to the funds/property being donated transfers to public funds and the property of the District. The District will ensure the donation is used as intended and in accordance with state and federal laws.

Administrator Name: _____ Signature: _____ Date: _____

Send form to Accounting Services Box 802-A

Business Services Use Only:		
Budget Code: _____	Amount: \$ _____	Date Posted: _____

Procedure for Recording Donations and Gifts to the District

Sacramento City Unified School District welcomes donations for our schools, and encourages community partnerships. Upon the recommendation of the school/department administrator, the Governing Board must formally approve and accept donations. Our Board evaluates donations for any conditions or restrictions imposed by the donor with respect to district goals, strategies, and success of our students.

Distribution of this Form

1. Copy to donor (preliminary receipt)
2. Retain copy at site/department for your records
3. Send original form to Accounting Services Box 802-A. **Include the following:**
 - a. If donation is unrestricted or intended for a District program, include cash/check and Detail Deposit Form (ACC-F017) with your Record of Donations and Gifts form.
 - b. If donation is intended for a group/organization accounted for within the school's Student Body Fund (ASB), deposit (check/cash) into the Student Body Fund account. Forward to Accounting a copy of the ASB Deposit Summary Form (ACC-F019) and deposit slip with your Record of Donations and Gifts form.

All Donations and Gifts

- This form must be completed by the donor and receiving school/department administrator if donation or gift is recommended to meet the needs of the district's vision and philosophy for students.
- All funds, property, or goods donated become public funds and the property of the District, and should be used for the purpose for which they were donated and in accordance with state and district policies.
- All charitable donations to a District program or individual school must be approved and accepted by the Governing Board before a donation budget is established for the individual school/department for the donated amount.
- For more information, please refer to the district's Donation and Gift Guidelines.

Supplies and Other Gifts

- Gifts that consist of supply items should be held by the accepting administrator until Board acceptance. After the Board has accepted the gift, supply items may be forwarded to the intended recipient.
- Any type of supplies or materials (instructional and non-instructional) (examples: paint, science lab materials, cleaning products, etc.) that should be inspected and evaluated for health and welfare of students must receive clearance from the district official using the Record of Donations and Gifts form before Board approval and acceptance.
- For more information, please refer to the district's Donation and Gift Guidelines.

Cash/Checks

- Forward a copy of the Record of Donations and Gifts form with cash/check. (See instructions above under "Distribution of this Form.")
- Upon Board approval, the funds will be credited to your site's donation account.

Equipment or Vehicles

- Gifts of equipment, including used technology, or vehicles must receive clearance from the appropriate department administrator in charge of inspection for the specific type of gift before going to the Board for approval and acceptance.
- Equipment or vehicles not cleared for acceptance should be returned to the donor immediately by the receiving administrator. Please write "VOID" over the form and retain a copy at your site/department.

Board Acceptance

- Following completion of the process above, all charitable donations or gifts to a District program or school will be formally accepted by the Board and a donation acknowledgement letter will be issued as the donor's official receipt.