

## Socorro Independent School District Donation Approval Form

Date of request: \_\_\_\_\_ School/Department: \_\_\_\_\_

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

Donation Description	Quantity	Value

Purpose of donation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Donor or Donor Organization Name: \_\_\_\_\_  
 Address, City, State & Zip Code: \_\_\_\_\_  
 \_\_\_\_\_

- Check one:  Non-monetary donation  
 This donation will be recorded in the campus/department activity account  
 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

Club Name	Account Number	Sponsor's Signature	Date
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Donation has been received and is pending approval  Yes  No  
 If yes, list Miscellaneous Receipt # \_\_\_\_\_

**REQUESTOR'S SIGNATURE:** \_\_\_\_\_  
 Principal/Department Head Date

**ACCEPTANCE APPROVAL:** \_\_\_\_\_  
 Chief Financial Officer or Designee Date

**IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:**

**Technology Approval:** \_\_\_\_\_  
 (All computer related items) Director of Technology Services Date

**Facilities Approval** \_\_\_\_\_  
 (Building and ground modifications/improvements) Director of District Operations Date

**AFTER ALL APPROVALS SEND:**

**Copy to Financial Services  
Original to Campus/Department**

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-deductable. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.