

Parent Organization Donation Approval Form

Date of request: _____ School: _____

On behalf of the _____ (parent organization name), 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 benefit the following parent organization and will be recorded in the organizations budget and bank account if the donation is monetary
- This donation will be considered an in-kind donation; materials and equipment donated will remain at the school or program.

Sponsor's Signature

Date

Donation has been received and is pending approval Yes No

REQUESTOR'S SIGNATURE:

President

Date

ACCEPTANCE APPROVAL:

Principal

Date

ACCEPTANCE DENIED:

Principal

Date

Attention Donor:

- The _____ (name of organization) is a tax exempt organization attached is a copy of the letter of determination with federal the federal tax identification number issue to the organization by the IRS.
- The _____ (name of organization) is **not** a tax exempt organization with the IRS and cannot provide your organization with a federal tax identification number, therefore your donation cannot not be claimed on your annual tax report to the IRS.

Donors should check with their tax-advisor for the donation's tax status when donating to a PTA, PTO, or booster club.