

## 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 will be recorded in the General Fund account below  
General Fund 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 nature

\_\_\_\_\_  
Club Name                      Account Number                      Sponsor's Signature                      Date

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)                      Chief Technology Officer                      Date

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

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