

**RCSD1 PUBLIC GIFTS/DONATIONS/CONTRIBUTION VERIFICATION FORM**

Acceptance of donation in accordance with Board Policy DD Public Gifts/Donations to Schools/Departments

**\*\*Please check the appropriate box (es). \*\***

Cash Donation     Non-Cash Donation     Equipment     Property     Other

**\*\*Checks should be made payable to site location, e.g., 'Bradley Elementary' 'or 'Richland County School District One' \*\***

**\*\*\* All donation/contribution forms must be reviewed by the Director of Procurement Services. \*\*\***

Date:
Name of person/business making the donation: <b>(PRINT or TYPE)</b>
Donor's Complete Address:
Donation made on behalf of:
School, Department, or Group Donation made to:
Value of Donation:
Donation to be used for the following purpose (be specific): <b>** Form must include a <u>detailed description</u> of the items/goods being donated <u>BEFORE</u> approval is considered</b> <b>** (Example: (100) Black sneakers, (125) Spiraled Notebooks, etc.)</b>
<b>Signature of Donor:</b>

**Disclaimer:** By signing above, Donor acknowledges gifts/donations does not allow any competitive advantage nor guarantees for any future purchase of said goods and services that may be procured by Richland County School District One. Donations will **NOT** be accepted during any active competitive process for like/similar commodities or services. If an item has no recipient, it will be made available to all schools/departments and assigned on a first-come first-served basis.

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**For District Use Only:**

<b>Date Donation Received by Procurement Services:</b>	<b>Date Sent to the Director of Procurement Services for Review/Approval:</b>
<b>Date Reviewed/Approved by Director of Procurement Services:</b>	<b>Date District Sends Confirmation Receipt:</b>
<b>Donation Tracking Number:</b>	