

FOR VIEWING PURPOSES ONLY

PINELLAS COUNTY SCHOOLS DONATION FORM

DATE _____

SCHOOL/DEPT. _____ COST CENTER # _____

Type of Donation: () Cash \$ _____ () Property

Make, Model No.
Description (size,color,etc) _____ Serial No. _____

For Property Records
Tag # Assigned

Donation Fair Market Value \$ _____ **(MUST BE FILLED IN)**

(check one) New () Used () Approx. Age _____

TERMS AND CONDITIONS

Discretion of Principal/Director

Terms as follows:

If the above mentioned terms and conditions have been met, any remaining funds may () or may not () be used for the benefit of the cost center. (check one)

I affirm that this property is being legally donated without any liens, debts or riders other than those stated in the terms and conditions.

Donor's Signature: _____ Date _____

Donor's Name _____

Address _____

City, State, Zip _____

FEIN # 59-6000799 Contributions made payable to the School Board of Pinellas County are deductible under section 170 of the Internal Revenue Service Code if exclusively for public purpose.

Signature of person receiving goods: _____ Cost Center _____

Has this been sent for Board Approval if title is to be conveyed to the District? Yes _____ No _____ N/A _____

Approval Signature _____ Date _____

DONATION FORM PROCEDURES

This form is to be used for cash and property donations to the District, whether or not property tags are to be issued. This form can be used to request property tags from Auditing & Property Records, if needed, and also serves as the internal documentation required to support the **donation log** kept by each school.

1. **Date:** The day of donation receipt.
2. **School/Dept.:** Enter the name and cost center number of school or department receiving this donation.
3. **Type of Donation:** Indicate whether donation is cash (include amount) or tangible property.
4. **Make, Model, Description, etc.:** If donation is in the form of property, give a complete description of item(s), including make, model, and serial number of each. If more space is needed, a description can be attached on a separate sheet. Gray box will be completed by Property Records personnel.
5. **Donation Fair Market Value:** In most cases, the fair market value of any property is assigned by the donor. If that value is deemed to be unreasonable, the District looks to internal personnel who deal regularly with that type of equipment to give a fair estimate based on like equipment already in use by the District. Outside vendors are also sometimes used as a resource in determining value. When used as a tax deduction, justification of fair market value to the Internal Revenue Service is the responsibility of the donor.
6. **New/Used:** Indicate whether property is new or used. If used, get an approximate age from donor if at all possible.
7. **Terms and Conditions** (optional): List any special terms the donor has placed on the use of donation; including, if sold, where the sales revenue should be applied. Also indicate the use for any remaining funds, if not needed for the specified purpose.
8. **Donor's Signature/Date:** Below signature, please print the donor's name and address.
9. **Signature of Person Receiving Goods:** Signature of principal/department head or designee receiving the donation and the cost center number.
10. **Board Approval:** Donations that convey a title (eg. vehicles) need Board approval before acceptance. Indicate whether or not this donation has been sent to the Board yet. **All titles** should be sent to Vehicle Maintenance or Auditing & Property Records once Board has accepted the donation, and should be titled to 'School District of Pinellas County Florida'. If donation has no title, check *N/A*.
11. **Approval Signature/Date:** Signature of area superintendent or division head and date.