

Donations

When a person, PTA or Corporation donates to your school you must complete a Form 230 Acceptance of Donations.

If the donation is valued at \$500 or below, the signed Form 230 remains at your school.

If the donation is over \$500 it is sent to central office for approval. Please keep a copy at your school for your records.

If it is cash and over \$500 the form comes to Jane in the Finance office.

If non-cash donation is over \$500, the form will go to the correct department as noted on the form.

Please make sure you are using the correct donation form. It should have blocks at the top to check off whether it is a cash or non-cash donation. The version should be Ver 10.15. Please get rid of old form versions that do not specify cash or non-cash.

A cash donation is when you receive a cash or a check which will be deposited into your school checking account.

A non-cash donation is when someone donates a physical asset to your school (examples: band instrument, computer or backpacks).

All cash donations must be entered first into a donation account in your TRA software, and then be transferred to the appropriate account it was donated for. If it is a general, unspecified donation it can remain in the donation account until needed, and then transferred to where it is needed.

**The Howard County Public School System
Acceptance of Donations**

Step 1: Donor Information

Completed by the School/Department

Name: _____ Phone: _____
 Street Address: _____ City: _____
 State/Zip: _____
 Donation/Est. Value: _____ Cash/Check Non Cash
 Purpose of Donation: _____
 Recipient: _____ Program/Dept: _____
 School Name

Step 2: Donation Acceptance

Completed by the Principal/Department Manager

All donations must be accepted by the principal or program department in accordance with the criteria for acceptance outlined in **Policy 4010 - Donations**.

Donation meets Board of Education criteria for acceptance.
 Yes No

Signature _____ Date _____
 Title _____

DONATIONS OF \$500 OR LESS REQUIRE NO FURTHER ACTION FOR ACCEPTANCE

Step 3: Central Office Approval - Required for Donations over \$500

Submitted by Principal/Department Manager to Appropriate Office as Defined Below

A donation consisting of an improvement to real property or having an estimated value greater than \$500 must be reviewed, inspected/tested by Central Office staff and recommended to the Board of Education for acceptance.

Donation
 Books/Media Equipment
 Educational Supplies
 Computers/Technology Equipment
 Other Equipment
 Improvement to Real Property
 Cash or cash paid for services
 Physical Education Equipment

Office Responsible for Review
 Media and Educational Technology
 Curriculum, Instruction, and Administration
 Technology Office
 Safety, Environment and Risk Management
 School Facilities
 Finance Office
 Physical/Health Education and Dance

Donation has been reviewed and is recommended to the Board of Education for acceptance.

Yes No
 Signature _____ Date _____
 Title _____

Step 4: Administrative Director/Program/ or Department Head Approval

Forwarded by Central Office for Final Approval and Preparation of Board Report

Donation has been reviewed and is recommended to the Board of Education for acceptance.

Yes No
 Signature _____ Date _____
 Title _____

Administrative Directors/Program/Department Heads - Submit Monthly Board Donation Reports to the Administrative Specialist to the Board of Education.