

Donated Supplies

Donations other than cash should include the donor's estimate of value. Donated supplies should be sent to the intended point of use. Do not use the donated supplies until the Governing Board has accepted the donation.

Donated Equipment or Vehicles

Equipment and vehicles must be cleared by the appropriate department prior to receipt (vehicles must be cleared by the vehicles garage; computers must be cleared by Information Services, et.)

In no case should equipment be accepted for donation that will incur costs upon the District for repairs or removal. Donated vehicles or equipment must be accepted by the School Board prior to the District taking possession.

Donation Budget Form:

This form must be completed for all donations of cash or checks (except donations to Student Body Organizations) and sent to the Facilities Use Office with the original Record of Donation form and the cash or check. Administrators must indicate the accounts in which the donation is to be budgeted. Typically, donations will be budgeted in one of the administrator's accounts. Additional Forms:

A PDF copy of the Donation Form can be found on the District's website. You may enter the information onto the form and have it signed by the appropriate administrator.

Questions about

WestContra Costa Unified School District
RECORD OF DONATION

1DR RI 'RQRUBBB
6WHHW \$GGUHVVB BB
&W\ 6WDWH =LS &RGH BBB

Description of Donation	Estimated Value
&DVK > @KHFN > @ &KHFN 1XPEHU	BBBBBBBBBBBBBBBBBB