

GIFTS AND CONTRIBUTIONS TO THE SCHOOLS

DATES (Adopted/Revised)	GUIDE WORDS
August, 1973 Revised September, 2001	Donations

A. GIFT OF MONEY

1. Gifts of money will be acknowledged and a receipt will be issued to donor by the Business Office.
2. Gifts of money to be disbursed for special purposes will be earmarked at the time of contribution to assure proper disbursement.

B. GIFTS OF EQUIPMENT

1. The Business Office will provide the donor a letter of appreciation for the donation that lists the equipment item/s donated. The letter should not indicate the value of the equipment which is to be determined by the donor.

C. DONATIONS OF SERVICES

1. The Business Office will provide a letter of appreciation to the donor that acknowledges the type of service performed, location performed, hours of labor, and any materials used in performance of the service.