

AKRON PUBLIC SCHOOLS

NON-CASH DONATIONS

ALL non-cash donations must be approved by the Board of Education at a regularly-scheduled Board Meeting in accordance with Board Policy 7230. As with Board reports and recommendations, donations should be submitted through your respective executive director or division head. **In the case of equipment and other items which will be added to your inventory, approval is also required by the Executive Director of Business Affairs.**

Please fill this form out as completely as possible and forward as appropriate.

Submitted By: _____ Date: _____

Donated To: _____ (School)

Donor Name: _____

Donor Address: _____

Non-Cash (see below)

Quantity	Description	Serial Number	Model Number	*Value

*Value must be assigned by the donor and designated as estimated or actual.

Intended use (if equipment, include location or room #):

Approved By: _____

Principal/Supervisor

Date

FORWARD TO EXECUTIVE DIRECTOR ELEMENTARY/SECONDARY ED

Approved By: _____

Executive Director (Elementary/Secondary Ed)

Date

If equipment or inventory item:

Approved By: _____

Executive Director, Business Affairs

Date