

**Linn Benton Lincoln
Education Service District**

Code: **KH-AR**
Revised: 02/10/10
Revised: 08/31/16

Donation Process and Request for Approval

Procedure for Receiving Donations

1. Donations of gifts and donations of funds, property and volunteer services that support LBL programs may be accepted by the program administrator, specialist or coordinator if the total value of the donation is less than \$200.
2. If requested, a donation confirmation letter will be prepared by the program (sample letter available from the Business Services). Include the cash donation value or, if known, actual value of equipment or materials donated.
3. Donations of or exceeding \$200 in value must be approved by the Board in the following manner:

**Requirement 1:
Notification to the Board and Request for Approval**

- Complete this form and submit to Business Services for presentation to the Board.
- Written verification from the donor must be attached to this form.
- Funds may not be expended until the donor has been accepted by the Board, dollars have been received and accounting information has been determined by Business Services.

Program: _____

Dollar Amount or Actual Equivalent Value: _____

Donor Name or Affiliation: _____

Specific Purpose: _____

Submitted By: _____

**Requirement 2:
Allocation of Funds** *(To be completed and signed by the Chief Financial Officer)*

Account to be credited: _____

Chief Financial Officer

Date

Board Approval (Required)

Board Representative

Date

Record Retention:

1. The original form will be returned to program for their records and to generate a confirmation letter if requested.
1. The Executive Assistant will keep a copy for the Board's records.
2. A copy will be submitted to Business Services.