



Crosby Independent School District

14670 FM 2100
Crosby, Texas 77532
Phone: 281-328-9200
Fax: 281-328-9226

Donation/Gift Request

To: Crosby ISD Board of Trustees

From: _____
Principal/Director

Campus/Department: _____

Donor: _____
Name (if an organization, include name of president)

Mailing Address City State Zip Code

Description of Donation/Gift	Value
_____	_____
_____	_____
_____	_____

Permission is requested to accept this donation/gift for our school/department. The donor understands that this donation/gift will become property of the Crosby Independent School District and will be under jurisdiction of the school/department in accordance with Board policy and administrative rules and regulations. Approved donations/gifts will be added to fixed asset inventory when applicable.

Remarks:

Receipt Number: _____

Donation has been: _____ Approved _____ Disapproved

Chief Financial Officer Date
Crosby Independent School District

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Crosby, Texas 77532
281-328-9200 Fax: 281-328-9226

Contribution Acknowledgement Form

CISD is a public school district and is a political subdivision of the State of Texas. The District is not a tax-exempt entity under the IRS Code Section 501(c)(3); however, it is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c)(1). This section states that a charitable contribution means a contribution or gift to or for the use of:

A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes.

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools, District departments, or various District groups or clubs. These charitable contributions are deductible by the contributors on their tax return. The Federal ID number of Crosby Independent School District is #74-6000635.

Please note, contributions made to various parent or community organizations, such as PTOs and Booster Clubs, are not contributions to the District. Since these organizations are separate entities from the District, the District's tax-exempt status does not apply to these organizations. These organizations must apply for their tax-exempt status under Code Section 501(c)(3). Evidence of their tax-exempt status would be a Determination Letter from the IRS. When a PTO or Booster Club donates monetary or non-monetary items to the District, then the donation is considered a contribution to the District.

Crosby Independent School District greatly appreciates the support of:

Name of Contributor (company or person) _____

Address _____

Contact Name and Phone Number _____

with the contribution of (description of item(s) or monetary contribution received):

Receipt Number: _____

This support will assist the District in continuing to improve the educational environment.

Campus/Department: _____

Print name of District Employee Receiving Contribution

Signature of Employee

Title and Department of District Employee

Date

Distribution: Copy to Contributor; copy to CISD Administration; copy to employee receiving contribution

INSTRUCTIONS FOR THE CONTRIBUTION ACKNOWLEDGMENT FORM

The Contribution Acknowledgment Form addresses two matters. First, the form discusses the tax-exempt status of CISD. Second, the form is a receipt or acknowledgment for items contributed to the District. A District employee should complete this form when the District receives contributions, gifts, or donations. These contributions may be received by a school, a department, a student group or club at a school, other District groups or clubs, or the District, in general. This form should not be used for contributions received by a parent or community organization such as a Booster Club or PTO. The form should be used when a Booster Club or PTO makes contributions to the District.

According to the Administrative Regulation CDC, contributions must have a purpose consistent with District goals and objectives. Gifts will not be accepted if they:

1. Begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
2. Bring unreasonable or hidden costs to the District
3. Restrict any school program.
4. Imply endorsement of any business or product.
5. Conflict with policies or actions of the Board or public law.
6. Require extensive maintenance on the part of the District.

Prior to accepting a contribution, the contribution must be approved either by the building administrator or a pertinent department or administrator responsible for a certain type of equipment, such as technology for computer equipment.

When an approved contribution is received, complete the form as follows:

- If the contribution is not monetary, describe the item(s) contributed, but do not include an estimated value.
- If the contribution is monetary, indicate amount received on the form and complete a cash receipt for the amount received. The cash receipt number should be indicated in the description section of this form. Amount received should be submitted to the Business Office to be deposited to a District bank account.

Make two copies of the form. Give the original to the contributor; one copy to Administration; and keep one copy for your records.

Please note, blank Contribution Acknowledgment Forms should **not** be given to parent or community organizations, such as Booster Clubs and PTOs. These organizations should receive only the original of a **completed** form after the organization has made a contribution to the District, a school, a student group or club at a school, or other District groups or clubs.