ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD POLICIES AND PROCEDURES SECTION B: ADMINISTRATION

Appendix 1

REQUEST TO DONATE GIFTS-IN-KIND

School/Department:	Date Requested:
Only to be completed if purchase is made by the donor.	
Donor Organization/Individual:	
Name:	
Address: Telephone:	Address: Postal Code:Telephone:
Purpose of Equipment:	
Type of Equipment: (include manufacturer, model# & other information required to properly identify equipment)	
Is equipment: New Used	
If used: 1) Year Manufactured 2) Estimated Market Value:	
Is a charitable donation receipt for tax purposes required? Yes No	
Donation receipts will be mailed to donor after equipment is installed and paid for, as applicable. If equipment is new please provide copy of invoice. If used, please provide appraisal or other supporting documentation.	
Donor Name of Authorized Representative	Signature of Authorized Representative
Approved By Approval of Director of Education, Supervisory Officer or Principal Date	

Once completed forward to the Financial Services Department for record keeping and audit purposes.