In-Kind Service
Request Form

The following criteria must be met: (1) the donation must be <u>useful</u>; (2) the service must be an <u>improvement</u> to a school facility; (3) the donation must be <u>pre-approved</u> by the Board.

Donor Name (Individual or Organization): _____

Contact Name (if Organization): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

School Receiving Donation: _____

Date of Donation: _____ Value of Donation: $ _____

How was value determined?

☐ By Donor ☐ Qualified Appraiser ☐ Internet Research ☐ Other

If Other, please describe: _____

_____

Description of Donation (Brand, Model, Serial #, Service Type, etc.):

_____

_____

- Provide detailed information related to the description of the item or service being donated (e.g. specific number of pages/packets, specific quantities). If value is over $5,000, written appraisal is required
- If donation is purchased specifically for the BOE, all purchase receipts that make up the donation must be submitted to the Finance Office in order to receive credit for the full donation amount.
- Provide donor-benefit amounts being returned to the donor in exchange for their in-kind donation
    - Example: A donor provided printing of 100 booklets for an educational conference and received a dinner at the event. The cost of the dinner must be itemized and recorded.
- All donations of equipment and material become Preston Co. BOE property.
- Donation amount will be applied as a credit to future BOE invoiced expenses.

_____ _____ _____

Donor Signature Donor Title Date

Treasurer Comment: _____

_____

Board Signature: _____ Date: _____

☐ Approved ☐ Denied