

Akron Public Schools  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN 13 : Donations of Equipment, Money, etc.**



We are fortunate to receive donations of equipment, materials and/or money for use in our Career Education programs. Following are the guidelines for acceptance of ALL donations:

“ALL donations—cash and non-cash)—must be approved by the Board of Education at a regularly-scheduled board meeting. 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 David James, Executive Director of Business affairs.**”

**IT IS VERY IMPORTANT FOR YOU TO KNOW THAT Board funds can only be used in conjunction with service, repair or upgrading of equipment** which has been accepted by the Board, thus establishing ownership. Donations valued OVER \$200 **MUST BE ACCEPTED** by the Board, **prior** to use. **IMPORTANT:** *Items valued at less than \$200 should ALSO be reported to our office so that the appropriate recognition can be given to the donor(s).*

To assist in providing the information we need to process donations for Board approval, please use the donation form (Page 2 of this bulletin). This form can be duplicated for use each time you receive a donation. All **COMPLETED** forms are to be sent to Phyllis Bernel, Office of Career Education. Please be sure to include the name of a contact person if the donation is coming from a company, group or organization.

When submitting the donation form for a **VEHICLE** (car, truck, etc.), a **signed, and notarized** title should accompany the donation form to the Office of Career Education.

If you have any questions or if you need assistance regarding the donation process, please call the Career Education Office 330-761-3131.

A K R O N P U B L I C S C H O O L S

Donations

ALL donations-cash and non-cash—must be approved by the Board of Education at a regularly scheduled Board Meeting. 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: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Donor Address: \_\_\_\_\_

Cash Donation Amount \$ \_\_\_\_\_

Non-Cash (see below):

Qty	Description	Serial #	Model #	*Value

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

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

Approved by \_\_\_\_\_ **Executive Director/Division Head** \_\_\_\_\_ **Date**

If equipment or inventory item:

Approved by \_\_\_\_\_ **Executive Director/Division Head** \_\_\_\_\_ **Date**