**Lexington Independent School District**
**Donation Form**

The Lexington Independent School District Board Policy CDC (Legal) states that: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated, or the income therefrom, may be expended:

1. For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or
2. For any legal purpose if the donor designated no specific purpose. Education Code 11.156

*All gifts or bequests shall be included among the total receipts of the District which are reported in the annual financial statement. Local Gov't Code 140.005*

**Type: ( ) Cash/Check ( ) Gift Card ( ) Materials ( ) Equipment**

**Donor Information:**

Donor Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Donated to: _____

Purpose of Donation: _____

Value of Donated Property: $_____

Describe/Itemize Donated Property: _____

Donor Imposed Restrictions, if any: _____

_____ _____
Donor Signature Date

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**To Be Completed By District Official**

Donation approved by: _____ Date: _____
(Superintendent, or Board of Trustees if value equal to or over $1000)

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**To Be Completed by Business Office**

Date of Receipt: _____ Amount Received (if cash): $_____

[ ] Cash [ ] Check #_____ Deposited to account #: _____