

# NEW BEDFORD PUBLIC SCHOOLS

## DONATION ACCEPTANCE REQUEST FORM

*Schools and Departments seeking to accept donations on behalf of New Bedford Public Schools must first obtain approval by the Finance Subcommittee. Submit this form to Finance & Operations for approval.*

**Date of Request:** \_\_\_\_\_

**School/Department Seeking Approval:** \_\_\_\_\_

**Name/Title of Person Completing This Form:** \_\_\_\_\_

**Donor's Name (Individual/Business):** \_\_\_\_\_

**Donor's Email/Mailing Address:** \_\_\_\_\_

**Donation Amount and/or Description:** \_\_\_\_\_

\_\_\_\_\_

**School/Program Area Benefiting from Donation:** \_\_\_\_\_

**Plans for how donation will be used:** \_\_\_\_\_

**If applicable, name where the donated funds will be deposited:** \_\_\_\_\_

\_\_\_\_\_

**Backup paperwork attached (check one):** YES ☐ NO ☐  
(Any documentation related to the donation)

***Signed:***

***Approved:***

\_\_\_\_\_  
Applicant completing form

\_\_\_\_\_  
Asst. Superintendent of Finance & Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date