

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: _____

Donor Name (Individual/Business): _____

School/Department Seeking Approval: _____

Name and Title of Person Completing Form: _____

School/Program Area Benefiting from Donation: _____

Donation Amount and/or Description: _____

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

Asst. Superintendent of Finance & Operations

Date

Date