



# Gregory-Portland Independent School District Donation Form

The Gregory-Portland Independent School District Board Policy CDC (Legal) states that: A conveyance, devise, or bequest of property for the benefit of the public schools, if not otherwise directed by the donor, vests the property in the board or their successors as trustees for those to be benefited by the donation. Funds or other property donated or the income from the property may be spent by the trustees: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools for the benefit of which the donation was made; or 2) For any legal purpose if a specific purpose is not designated by the donor.

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools or various District groups and clubs.

Gregory-Portland Independent School District is a public school district and is a political subdivision of the State of Texas as noted in Title 34 of the Texas Administrative Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1).

Type:  Cash/Check     Gift Card     Materials     Equipment

### Restrictions:

**Conditional** (The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.)     **Unconditional** (No restrictions)

(If Conditional, describe restrictions below)

East Cliff - 2nd Grade Science Labs

### Donor Information:

Donor Name: Clarissa Luna - Store Admin    Organization: Portland H-E-B #488

Address: 1600 Wildcat Dr.    City: Portland    State: Tx    Zip Code: 78374

Donated to: East Cliff Elementary 2nd Grade Science Labs

Cash Value of Donation or Market Value of Donated Property: \$ 0.00 (Approx. \$196.08)

Describe/Itemize Donated Property: Batteries, shaving cream, baking soda, paper clips, cups, aluminum foil, paper baking cups, baby powder, straws, pasta

Clarissa E. Luna    12/18/24  
Donor Signature    Date

[Signature]    12-19-24  
Approved by Principal/Director:    Date:    To Be Completed by District Official

[Signature]    1/7/2025  
Approved by Superintendent:    Date:    *(If donation is conditional OR value equal to or over \$1,000 the gift bequest shall require Superintendent approval prior to accepting the donation)*

Approved by Board of Trustees:    Date:    *(If donation is conditional, the gift bequest shall require Superintendent AND Board approval prior to accepting the donation)*

### To Be Completed by Business Office

Receipt Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount or Value Received : \$ \_\_\_\_\_  
[ ] Cash [ ] Check # \_\_\_\_\_ [ ] Other Non-Cash    If Fixed Asset Item, Tag #: \_\_\_\_\_



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(If Conditional, describe restrictions below)

East Cliff: Lil Cats Coffee Cart

**Donor Information:**

Donor Name: Clarissa Luna - Store Admin    Organization: Portland H-E-B #488

Address: 1600 Wildcat Dr.    City: Portland    State: TX    Zip Code: 78374

Donated to: East Cliff Elementary - Lil Cats Coffee Cart

Cash Value of Donation or Market Value of Donated Property: \$ 0.00 (Approx. \$72.03)

Describe/Itemize Donated Property: 6 lbs of coffee, creamer cups, 12 oz cups, sugar packets, 1 box of alternative sweetener sweetener, box of sucralose sweetener

Clarissa Luna    12/18/24  
Donor Signature    Date

Panda  
To Be Completed by District Official

Approved by Principal/Director: \_\_\_\_\_ Date: 12-19-24

(If donation is conditional OR value equal to or over \$1,000 the gift/bequest shall require Superintendent approval prior to accepting the donation)  
Approved by Superintendent: mcarzo    Date: 1/7/2025

(If donation is conditional, the gift bequest shall require Superintendent AND Board approval prior to accepting the donation)  
Approved by Board of Trustees: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Business Office**

Receipt Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount or Value Received : \$ \_\_\_\_\_  
[ ] Cash    [ ] Check # \_\_\_\_\_    [ ] Other Non-Cash    If Fixed Asset Item, Tag #: \_\_\_\_\_