



OUR students...THE future

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
Odessa, Texas

CDC
(EXHIBIT)A

TO: Chief Financial Officer

FOR: Recommendation to Accept Donation/Gift

FROM: _____ / Celeste Potter
Principal OR Director
_____ / Development Office
School OR Department

Education Foundation of Odessa Lisa Wyman, President
Name of Donor (if organization, please include name of president)
PO Box 951 Odessa Texas 79760
Mailing address City State Zip Code
has offered a donation or gift in the following category: Donation/Gift (describe below)

Description of Donation/Gift	Value*	Purpose of Donation
Check# 3212	\$ 12,500.00	Grant Writer Salary
	\$	
	\$	

*Values assigned for donation of equipment or services is for internal reporting purposes only. This value may not be used as an appraisal value for IRS purposes.

Permission is requested to accept this donation/gift for our school/department. The donor understands that the donation/gift will become the property of the Ector County Independent School District and will be under the jurisdiction of the school/department in accordance with School Board Policy and administrative rules and regulations. Approved donation/gift should be added to fixed assets inventory if applicable.

REMARKS: _____

() Approval () Disapproval

PRINCIPAL / DIRECTOR

Date

☒ Approval () Disapproval

Celeste Potter
DIRECTOR OF DEVELOPMENT

5-8-23

Date

☒ Approval () Disapproval

DOLL
CHIEF FINANCIAL OFFICER

5/12/23

Date

(The following approval required for a single donation/gift of \$10,000 or more)

() Approval () Disapproval

SUPERINTENDENT OF SCHOOLS

Date

Memo

To: Deborah Ottmers, Chief Financial Officer

From: Celeste Potter, Education Foundation

Date: May 8, 2023

Re: Donation

Message:

The Education Foundation Board of Directors has committed to donating \$50,000/year for 3 years to ECISD to cover costs surrounding the ECISD Grant Writer position. This donation will be disbursed in quarterly installments of \$12,500/each. Enclosed is check# 3212 which is the Foundation's second installment for 2023 which is Year 3 of the Foundation's commitment.

Any unused funds should be returned to the Education Foundation.

