



**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT**  
 Odessa, Texas

TO: Chief Financial Officer  
 FOR: Recommendation to Accept Donation/Gift  
 FROM: Kellie Wilks →  
 Principal OR Director  
 School OR Technology Department

Ector County Commissioners Court  
 Name of Donor (if organization, please include name of president)  
1010 E. 9th St. Odessa Tx 79701  
 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
<u>Coronavirus Relief Fund</u>	<u>\$ 270,525</u>	<u>offset cost for student devices</u>
	\$ _____	
	\$ _____	

\*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    Kellie Wilks    12/1/20  
 PRINCIPAL / DIRECTOR \_\_\_\_\_ Date

Approval     Disapproval    Celente Patten    12/1/20  
 DIRECTOR OF DEVELOPMENT \_\_\_\_\_ Date

Approval     Disapproval    [Signature]    12/2/20  
 CHIEF FINANCIAL OFFICER \_\_\_\_\_ Date  
 (The following approval required for a single donation/gift of \$10,000 or more)

Approval     Disapproval \_\_\_\_\_  
 SUPERINTENDENT OF SCHOOLS \_\_\_\_\_ Date