



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT  
Odessa, Texas

TO: Chief Financial Officer  
FOR: Recommendation to Accept Donation/Gift  
FROM: Tania Hagood / \_\_\_\_\_  
Principal OR Director  
Austin Montessori / \_\_\_\_\_  
School OR Department

Austin Montessori PTA  
Name of Donor (if organization, please include name of president)  
901 N. Lee Ave Odessa TX 79762  
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>Cafeteria Tables</u>	<u>\$25,154.33</u>	<u>Funds for Cafeteria Tables</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 Dania Hagood 6-15-21  
PRINCIPAL / DIRECTOR Date

( ) Approval ( ) Disapproval \_\_\_\_\_  
DIRECTOR OF DEVELOPMENT Date

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

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

Original to: Internal Auditor