



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT - Odessa, TX  
068901

OTHER REVENUES:  
GRANTS FROM PRIVATE SOURCES  
CDC (EXHIBIT) A (Reg)

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.

**Campus:** 812 - Education Foundation

**Principal/Non-Campus Administrator:** Celeste Potter

**Name of Donor:** Education Foundation

**Email/Phone of Donor:** [educationfoundation.odessa@outlook.com](mailto:educationfoundation.odessa@outlook.com)

**Donor Mailing Address:** PO Box 951 Odessa, Texas 79760

**Donation Description:** Donation - EF Staff

**Type of Donation:** Check

**Value\*:** 71206

\*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.

**Purpose of Donation:** Donation to cover staff salaries for the Education Foundation - Executive Director  
- Director of STEAM Initiative & Special Projects - Part-Time Aide

**Item/Service:** NA

**Purpose of Purchase:** NA

Approver	Response	Date	Comment
Albessa Chavez	Approve	8/07/2025 11:34 AM	Approved
Keeley Boyer	Approve	8/06/2025 12:30 PM	NA
Dusty Baumann	Approve	8/06/2025 6:38 PM	NA
Celeste Potter	Approve	8/06/2025 8:45 AM	NA

# Memo

To: Albessa Chavez, Chief Financial Officer

From: Celeste Potter, Education Foundation

Date: September 9, 2025

Re: Donation

Message:

The enclosed donation is the first installment for 2025-2026 school year to support the staff positions for the Education Foundation within ECISD. We are grateful to ECISD for this continued partnership and look forward to accomplishing great things in the coming year.

Next installments due October 2025.

