



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
 Odessa, Texas

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

City of Odessa

Name of Donor (if organization, please include name of president)			
411 W. 8th St.	Odessa	TX	79761
Mailing address	City	State	Zip Code

has offered a donation or gift in the following category: Donation/Gift (describe below)

<u>Description of Donation/Gift</u>	<u>Value*</u>	<u>Purpose of Donation</u>
Coronavirus Relief Fund (CRF) for laptops, tablets MiFis	\$ 850,000	Offset cost for purchase of student devices
_____	\$ _____	_____
_____	\$ _____	_____

*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 11/9/20
 PRINCIPAL / DIRECTOR Date

Approval Disapproval Clesto Potter 11/9/20
 DIRECTOR OF DEVELOPMENT Date

Approval Disapproval Deborah Otter 11/20/20
 CHIEF FINANCIAL OFFICER Date
 (The following approval required for a single donation/gift of \$10,000 or more)

Approval Disapproval _____ Date
 SUPERINTENDENT OF SCHOOLS

Original to: Internal Auditor