

Kenmore-Town of Tonawanda Union Free School District  
1500 Calvin Boulevard, Buffalo, New York 14223-1196

**BY-LAWS OF POLICIES OF THE KENMORE-TOWN OF TONAWANDA  
UNION FREE SCHOOL DISTRICT FOR GIFTS AND DONATIONS**

*The school district shall accept no gift or donation involving a commitment by the school district of an operational expense without approval of the Superintendent or designee as designated by the Board of Education.*

Board of Education policy #5230; Education Law Sections 1709(12); General Municipal Law 805-a(1)

Before accepting a gift or donation to a school district building, please fill out the information requested below and route as noted on the lower level portion of this form.

1. Name of school accepting gift: Art Faculty
2. Person accepting gift: Art Department
3. Donor's name: Compu-Mail per Michael Vitch per Dennis Grace <sup>975-8001</sup> <sup>870-0549</sup>
- Donor's address: 3235 Grand Island Blvd., Grand Island, NY 14072
4. Purpose for the gift or donation: Drawing papers to be distributed throughout the district
5. Description of the gift or donation: Various lines/brands of high-end drawing paper
6. Model or serial number, if any: N/A
7. Estimate of installation expense, if any (ie. Transportation, service, etc.): N/A
8. Estimate of annual operational cost, if discernible: N/A
9. Location in building: Currently in the main warehouse

*In accordance with section 170(f)(8) of the Internal Revenue Code, the following statement is necessary for your tax filing purposes: Since no goods or services were provided in return for your gift, the fair market value is deductible as provided by the Internal Revenue Code. It is your responsibility to estimate the value of this donation.*

You estimate the value of this donation to be: Approx. \$4,000

**SEND COMPLETE PACKET TO SUPERINTENDENT'S OFFICE**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Schools or Designee

Upon acceptance, distribute: Original to Superintendent

Copies to: District Clerk, Treasurer, Originating School/Office, Board of Education

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