

NOV 13 2017

FINANCE OFFICE

5230F

Kenmore-Town of Tonawanda Union Free School District
1500 Colvin 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: Hoover Middle School
2. Person accepting gift: Breanna Burke
3. Donor's name: DonorsChoose.org - Multiple -
Donor's address: Sharmilee Thota
4. Purpose for the gift or donation: Teacher Request - books
5. Description of the gift or donation: 41 books
6. Model or serial number, if any: Assorted
7. Estimate of installation expense, if any (ie. Transportation, service, etc.): \$0
8. Estimate of annual operational cost, if discernible: \$0
9. Location in building: Room 209

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: \$270

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 Rev. Apr 2012