



Donation Acceptance Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

FCPS Form 200-33F
[Regulation 200-33](#)
March 2023

Clear Form

I. GENERAL INFORMATION

A. Description of donation: _____

B. Donor's Name(s): _____

C. Date of donation: _____

D. If donation is to be funded over a period of time, when will funding be completed? _____

(NOTE: Please attach a copy of the letter from the donating organization expressing their understanding that after this date the funds, if not spent, shall revert to the general fund to be spent as specified by the principal.)

E. If applicable, state specific arrangements concerning use or disposition of the donation:

F. If this item qualifies to be added to the property accountability system, please submit an electronic Equipment Transfer Form (ETF), along with a copy of this form.

G. What is the approximate age of the item? _____

H. What is the estimated value of the item? _____

II. MAINTENANCE/INSTALLATION REQUIREMENTS

A. Will this donation require costs for installation or maintenance? Yes ☐ No ☐

If so, describe:

C. Have funds been included in the donation to cover these costs? Yes ☐ No ☐

D. If not, has facilities/technology services waived this requirement? Yes ☐ No ☐

E. Are services or utility hookups required? Yes ☐ No ☐

If so, can these be provided within a reasonable cost? Yes ☐ No ☐

G. Approval as needed from Facilities/Technology Departments:

Date: _____ Facilities Services _____

Date: _____ Technology Infrastructure _____

APPROVALS:

Principal's Signature _____ Date _____

Director's Signature _____ Date _____

Deputy Superintendent's Signature _____ Date _____