



Donation Acceptance Form

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

FCPS Form 200-33F
[Regulation 200-33](#)
December 2024

Clear Form

I. GENERAL INFORMATION

A. Name of School: _____

B. Description of donation: _____

C. Donor's Name(s): _____

D. Date of donation: _____

E. 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.)

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

Note: 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:

B. Have funds been included to cover these costs Yes No

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

D. Are services or utility hookups require? Yes No

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

E. 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