



Donation Acceptance Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland

FCPS Form 200-33F
[Regulation 200-33](#)
January 2025

Clear Form

I. PRIOR APPROVALS

- A. If this donation affects the school building or grounds, the Facilities Services Division must be consulted prior to acceptance (FCPS Regulation 200-17) and written approval must be attached to this acceptance form. The approval should address if any installation costs are necessary. If installation costs are necessary, the approval should also outline where the financial responsibility lies for installation.
- B. If this donation includes software, computer equipment and/or peripherals not already under bid with FCPS, the Department of Technology Infrastructure must be consulted prior to acceptance and written approval must be attached to this acceptance form. The approval should address if any installation costs are necessary. If installation costs are necessary, the approval should also outline where the financial responsibility lies for installation.

II. GENERAL INFORMATION

- A. School/Department Name: _____
- B. Description of donation: _____
- C. Donor's Name(s): _____
- D. Date of donation: _____
- E. Are there reporting requirements and/or specific use restrictions? Yes No
(if **Yes** is checked, contact the Financial Reporting Department)

F. Description of the donation: _____

G. Type of Donation:

Monetary Donation

Check _____ Cash/Gift Card _____

When applicable, what is the value of the monetary donation: _____

When applicable, does the use of the donated gift card(s) require the Associate Superintendent of Fiscal Services' approval? Yes / No / N/A

Non-Monetary Donation

Physical Item(s) _____

When applicable, is the physical item donated:

- Technology: _____
- Sensitive Asset: _____
- Capital Asset: _____
- Other: _____

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

I. If this item qualifies to be added to the property accountability system (sensitive asset or capital asset), please submit an electronic Equipment Transfer Form (ETF), along with a copy of this form to Financial Reporting (Attn: Fixed Asset Accountant).

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

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

III. 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/Fiscal Departments:

Date: _____ Facilities Services _____

Date: _____ Technology Infrastructure _____

Date: _____ Fiscal Services _____

Date: _____ Financial Reporting _____

APPROVALS:

Principal's Signature _____ Date _____

Chief or Designee's Signature _____ Date _____

Deputy Superintendent's Signature _____ Date _____

CC: Chief of System Accountability and School Administration
Executive Director of Facilities Services
Executive Director of Systemwide Services