



Donation Acceptance Form

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

FCPS Form 426-02-F01
[Regulation 426-02](#)
June 2025

Clear Form

The Donation Acceptance Form is associated with Regulation 426-02: Donations and Gifts. See also Form 009-F30 Donation Log, and related reporting requirements.

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 202-01) 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. Description of the Donation: _____
- F. Are there reporting requirements and/or specific use restrictions? Yes No
(*If Yes is checked, contact the Financial Reporting Department. A restricted project may need to be established.*)
- G. Is the Donation for a student scholarship(s)? Yes No
- H. If applicable, state specific arrangements concerning use or disposition of the donation:

- I. Types of Donations:

MONETARY DONATION

➤ **Cash/Gift Card** **Value of donation:** _____

Approvals:

If amount is \$250 or less: Fiscal Agent Approval: _____

If amount is between \$251-\$1,500: Fiscal Agent Approval: _____
Cabinet Member or Designee Approval: _____

If amount is over \$1,500: Fiscal Agent Approval: _____
Cabinet Member or Designee Approval: _____
Superintendent or Designee Approval: _____

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MONETARY DONATION (continued)

➤ **Check**

Value of donation: _____

Approvals:

If amount is \$5,000 or less: Fiscal Agent Approval: _____

If amount is between \$5,001-\$10,000: Fiscal Agent Approval: _____

Cabinet Member or Designee Approval: _____

If amount is over \$10,000: Fiscal Agent Approval: _____

Cabinet Member or Designee Approval: _____

Superintendent or Designee Approval: _____

NON-MONETARY DONATION

➤ **Physical Item(s)** (not capital or sensitive assets)

Value of donation: _____

Approvals (Single Transaction):

If amount is \$500 or less: Fiscal Agent Approval: _____

If amount is between \$501-\$1,500: Fiscal Agent Approval: _____

Cabinet Member or Designee Approval: _____

If amount is over \$1,501: Fiscal Agent Approval: _____

Cabinet Member or Designee Approval: _____

Superintendent or Designee Approval: _____

**Nominal value of classroom supplies/consumables such as tissues, markers, glue sticks, etc. are not required to be logged.*

➤ **Capital Asset**

Sensitive Asset

Value of donation: _____

If this item qualifies to be added to the property accountability system (capital asset or sensitive asset), please remit a copy of this form to Financial Reporting (Attn: Fixed Asset Accountant) and if applicable cc: DTI (Attn: Inventory Coordinator).

What is the approximate age of the item? _____ What is the estimated value of the item? _____

Fiscal Agent Approval: _____

Financial Reporting Approval: _____ DTI Approval: _____

➤ **Donation/Gift Funded Modification Requests**

Value of donation: _____

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

If so, describe: _____

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

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

D. Are services or utility hookups required? Yes No

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

Fiscal Agent Approval: _____

Executive Director of Facilities Services Approval: _____

➤ **Vehicle or Equipment Donation**

Value of donation: _____

Fiscal Agent Approval: _____

Executive Director of Systemwide Services Approval: _____

Note: If vehicle or equipment donation meets the criteria of a capital or sensitive asset, please refer to the section above.