

**Albany-Schoharie-Schenectady-Saratoga Board of Cooperative Educational Services
Donations Form**

In accordance with Board of Education Policy #6770, the BOCES may accept a gift of cash or real property. Only the Board of Education may approve the acceptance of a gift or donation on behalf of the BOCES. The BOCES Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the BOCES' goals or the ownership of which would tend to deplete the resources of the BOCES.

The legal date of transfer of ownership shall be the date the Board approves the donation. Any gift accepted by the Board shall become the property of the BOCES.

The BOCES will not provide donors with certificates of estimated value of the gift and will not be responsible for any valuation information presented to the IRS by individual donors.

Donor Information

Name: _____

Street address: _____

City or town, state and ZIP code: _____

If cash, dollar amount: _____

If non-cash, a brief description of the donated property: _____

Contributions of Motor Vehicles, Boats, and Airplanes – Additional Information

Odometer mileage: _____

Vehicle Identification Number: _____

Year: _____ Make: _____ Model: _____

Donor Signature: _____ Date: _____

To be completed by the Business Office

I Recommend: Donation Acceptance Donation Denial

Deputy District Superintendent

Date

Date received in the Business Office: _____

Date form provided to District Clerk: _____

Date Acknowledgement letter sent to donor: _____

Date Form 1098-C, if applicable, sent to donor: _____

Date of Board action: _____

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Instructions

Division completes the form and obtains donor signature.

Division sends completed form to the Finance Director.

Business Office forwards to District Clerk.

Business Office sends donor acknowledgement letter and if applicable, Form 1098-C.

Division submits resolution language to the District Clerk.