

NATOMAS UNIFIED SCHOOL DISTRICT

1901 Arena Boulevard Sacramento, CA 95834 Phone: (916) 567-5400 Fax: (916) 567-5464

GIFT DECLARATION FORM

Name: _____

Date: _____

Address: _____

PART A – CASH DONATION

Please Refer to Board Policy 3290 for Guidelines

Please make check payable to school or Natomas Unified School District

(Note: Each school is legally part of Natomas Unified School District)

I/We wish to make a cash donation as follows:

I would like my gift to be used as follows:

Amount \$ _____

On behalf of _____ (Name of School)

or _____ (Name of Program)

Scholarship Funds _____

Field Trip Funds _____

Athletic Equipment _____

Computers/Software _____

Musical Instruments _____

Art Supplies _____

Library Books _____

Other (please note) _____

PART B – DONATION OTHER THAN CASH

Please Refer to Board Policy 3290 for Guidelines

I/We wish to donate _____ (describe items) to _____ (School Name); valued at \$ _____. This value was determined by me (us), not Natomas Unified School District.

- Contact Purchasing if equipment is valued at \$500 or more (requires property tag)
- All computer/technology equipment must be preapproved by the Instructional Technology department before accepting donation

Business Office Use Only

Account Code

Please Refer to Board Policy 3290 for Guidelines

NUSD School Site Office Use:
Donation received by (NUSD Employee):

Name: _____

Title: _____

Original – Donor

COPY – Business Services (**attach check**)

COPY – Site/Program/Dept.

To request District Tax Exempt Information, please contact the School Principal or Business Services at (916) 567-5457

RE: NUSD Tax Exempt Status
2019-2020 School Year

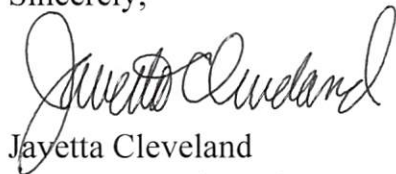
To Whom It May Concern:

Thank you for your interest in supporting our schools. We often receive inquiries about our non-profit status. Please accept this letter as certification that the Natomas Unified School District qualifies as a not-for-profit organization. We are a state educational institution, which is considered a political subdivision of the State of California. Because of this, we are considered a non-profit state entity rather than a private 501(c)(3) non-profit organization. Donations and private grants made to our schools are tax-deductible under these statutes.

Please submit a completed Gift Declaration Form to the school office. These forms are available in the school office or on the District website under the Business Services/Accounts Payable tab. Donations are formally accepted each month by the Board of Trustees based on the information provided on the Gift Declaration Form. The school office will route completed Forms to the Business Office for processing.

Please contact the Business Services office at (916) 567-5457 for additional information.

Sincerely,



Jayetta Cleveland
Deputy Superintendent

