

PUBLIC GIFTS/DONATIONS TO SCHOOLS

FORM KCD-E1

DATE: _____

TO: Name of Donor of a Public Gift to Las Cruces Public Schools _____

FROM: LCPS Purchasing Representative/Superintendent _____

RE: Donation of a Public Gift to Las Cruces Public Schools

On behalf of the entire school district and the Board of Education, thank you for your gift to Las Cruces Public Schools. This letter is Las Cruces Public Schools' formal acknowledgement of the receipt of your gift, listed below:

Your gift was officially accepted on (date) _____ with the understanding that (check each box):

- Your gift now becomes the sole property of Las Cruces Public Schools, and the school district has complete responsibility, at its sole discretion, for all maintenance, upkeep, operation, repair and disposition of the gift.
- You, the donor of the gift to the school district, shall not receive any further consideration from the school district at the time of your donation or at any future time.
- It is the policy of LCPS that acceptance of all gifts and donations is conditioned upon the gift or donation providing an overall benefit to the academic or athletic programs of the school district and that the gift or donation shall not be limited to any one school, team, sport, class, seminar, athletic program or academic program so as to create an unequal benefit in the quality of education provided to all students.

Because Las Cruces Public Schools is an institution of public education, your gift may qualify as a charitable donation as defined in Section 170 (b) of the Internal Revenue Code of the United States. You should consult with your accountant as to the proper treatment of your donation to Las Cruces Public Schools with regard to your taxes and other personal financial matters.

Again, thank you for your gift and for your support of Las Cruces Public Schools.

Sincerely,

Will Manning
Director of Purchasing
Las Cruces Public Schools
575.527.5846, wmanning@lcps.k12.nm.us

c: Fixed Assets, LCPS Department of Finance