

Donation Letter

Date: _____

Organization Name: _____

Attn: Name of Contact: _____

Address: _____
(City, State, Zip)

Dear _____:

This letter is to provide the Houston Independent School District with information regarding my/our organization's intent to gift the District funding in the amount of or valued at \$_____.

This gift is specifically for _____.
_____ will provide a donation that will serve to aid the Houston Independent School District in meeting at least one of its core initiatives and/or key strategies.

I understand that this commitment is a firm intention to complete this gift, and it is the policy of the HISD Board of Education to review, approve, and accept all gifts promised to the District and that any offer of a gift that is valued at **\$5,000 or more** shall require the prior approval of the HISD Board of Education before that gift may be accepted. Any gift to the District that requires the prior approval of the Board shall be considered by the Board at its next regularly scheduled Board meeting following the date the gift was offered (CDC(Local)-X/2015). The gift is tax deductible since it supports the public interest and is a charitable contribution of money or property made to a qualified organization (IRS Publication 78). Also, I am the official with signatory authority over the gift and I ensure that the funds are under my authority to donate.

The funds are to be used to purchase the following:

Sincerely submitted,

Printed Name

Official Title

Official Signature

Date Signed