



OFFICE OF VOLUNTEER SERVICES
1617 S. ACOMA STREET
DENVER, CO 80223
PHONE: (720) 423-1817 FAX: (720) 423-1502
VOLUNTEER_SERVICES@DPSK12.ORG

DONATION FORM

DPS Federal Tax Identification Number (TIN): 84-6001099

This form must be completed for all donations valued at \$500 or greater. Forms for donations of a value of less than \$5,000 shall be maintained at the school. Donations with an assumed value of \$5,000 but less than \$50,000 require the form to be completed and forwarded to Department of Volunteer Services for review.

DONOR NAME:	Recipient:
DONOR COMPANY NAME:	Recipient Telephone #:
DONOR ADDRESS:	DONOR TELEPHONE #:
	DONOR FAX #:

PLEASE LIST BELOW THE ITEMS TO BE DONATED TO THE DISTRICT: Please identify and quantify per list each component of items donated. Computer mice and keyboards need only be quantified (i.e. item and quantity). Attach continuous sheets as necessary. ****The Internal Revenue Service (IRS) requires donors to value their donated items rather than the agency receiving the donated item.**

ITEM	MAKE	MODEL #	SERIAL #	QUANTITY	** DOLLAR VALUE

I certify that Denver Public Schools received the item(s) listed above and that the items donated match the description provided by the donor.

SIGNATURE OF RECIPIENT DATE

RECIPIENT TITLE SCHOOL/ DEPARTMENT

