

Interoffice Communication

Date: May 1, 2025

To: All School Principals
School Administrative Assistants
Administrators of Schools

From: John Larsen, Business Administrator

Subject: **Monetary Donation Protocol**

If a monetary donation is made directly to a school, the school should give the donor a written receipt. If a school needs help printing a receipt from Skyward, please contact Information Systems or Accounting for assistance. Donations of \$250 or greater where the donor receives no benefit, such as advertising on a banner, require that the donor receive a written acknowledgement of the donation for IRS purposes.

Please remember to contact Lisa LeStarge in Business Services at lisa.lestarge@jordandistrict.org so a letter can be written to acknowledge and thank the donor. When requesting this letter, schools should specify that no goods or services were given to the donor in exchange for the donation.

jl/ll