

GUAM DEPARTMENT OF EDUCATION
IN-KIND CONTRIBUTION FORM

In-Kind Contribution is defined as a contribution of services, materials or equipment for the benefit of the Department of Education.

STEP 1: SUBMISSION OF FORM

Donor submit to the Principal of the proposed receiving school, who is responsible to transmit original form to the Administrator, Supply Management, within one (1) working day of receipt.

Date

Donor's Last, First, Middle Name

Donor's Address

Company/Organization Name (If Applicable)

Telephone Numbers (Home, Business, Cellular)

Company/Organization Contact Person (If Applicable)

Email Address:

ITEM NO.	Description of Service, Materials or Equipment (For computer equipment, please itemize and provide serial number.)	Serial Number	Quantity (No. of Service Hours or Material/ Equipment)	Proposed Date of Services or Delivery of Materials/ Equipment	Estimated Value
1					
2					
3					
Please attach list for additional items.		Additional listing quantity:		Additional listing total:	
		Total Quantity:		Total Estimated Value:	

Signature of Donor

Date

Acknowledgement of Receipt:

Signature of School Administrator or Division Head

Date

TO BE FILLED BY : GDOE AUTHORIZED PERSONNEL ONLY

STEP 2: COMPLIANCE WITH ETHICS IN PUBLIC CONTRACTING

Administrator of Supply Management verify donation for compliance with 5 G.C.A. §§5601-5677 and within one (1) working day of receipt transmit this form to the appropriate Inspecting Division/ or to the appropriate Deputy Superintendent of Education.

Print Full Name

Signature

Date

STEP 3: INSPECTION BY RESPECTIVE DIVISION PRIOR TO ACCEPTANCE

Division Head/Administrator of the Inspecting Division/Section within a reasonable timeframe make determination and forward within one (1) working day from completion of inspection to the appropriate Deputy Superintendent of Education.

Print Full Name

Signature

Date

STEP 4: AUTHORIZATION FOR ACCEPTANCE BY SUPERINTENDENT’S DESIGNEES

Deputy Superintendent of Finance & Administrative Services completes within two (2) working days of receipt. The Written Acknowledgement Form must be completed and provided to the Donor upon receipt of the donation in STEP 6. If the donation is that of materials or equipment, this form must be transmitted to Property Management Office as part of Step 5. If the donation is that services, this form must be transmitted to the school, division or committee authorized to receive the services; Step 5 will not be involved.

This to certify that the aforementioned

Name of Item and Quantity/ Description of Service

shall be donated to

Print Name of School/Division

Print Full Name

Signature

Date

STEP 5: REVIEW AND COORDINATION BY PROPERTY MANAGEMENT SECTION

Property Management Office within one (1) to three (3) working day(s) of receipt properly tags the donated materials or equipment. The Receiving Warehouse coordinate the delivery of the donated materials or equipment with the respective Principal of the receiving school/Division Administrator.

The following in-kind donation of _____
Name of Item and Quantity

is scheduled to be delivered to your school or division on _____ at _____ A.M./P.M.

Print Full Name

Signature

Date

STEP 6: PHYSICAL RECEIPT OF MATERIALS. EQUIPMENT OR SERVICES BY SUPERINTENDENT’S DESIGNEES

The Deputy Superintendent of Finance & Administrative Services must provide the original written acknowledgment of the in-kind donation to the donor (FMS-10). Any changes in the receipt of the donation must be accurately reflected in the written acknowledgment. The Principal of the receiving school must maintain this original form for file and forward duplicate copy the Property Management Office and to Financial Affairs, Property Control Section within one (1) working day of receipt of the donated materials, equipment or services.