

SFSB

**Process
For Donations -
Electronic
Signature and
Date**

MARCH
2020

PROCESS FOR DONATIONS - ELECTRONIC SIGNATURE AND DATE

SCHOOLS

1. Email a photo or scanned copy of the check and the completed/signed donation form to the Fiscal Specialist. See attached fillable PDF donation form as well as instructions below on how to sign electronically.
2. Once the Fiscal Specialist has emailed back the completed donation form, send the original check and the completed donation form from the Fiscal Specialist to:

LAUSD Cash Receipts Unit
333 S. Beaudry Ave., 26th Floor
Los Angeles, CA 90017
Attention: Tessie Pagtalunan

FISCAL SPECIALISTS AND FISCAL SERVICES MANAGERS

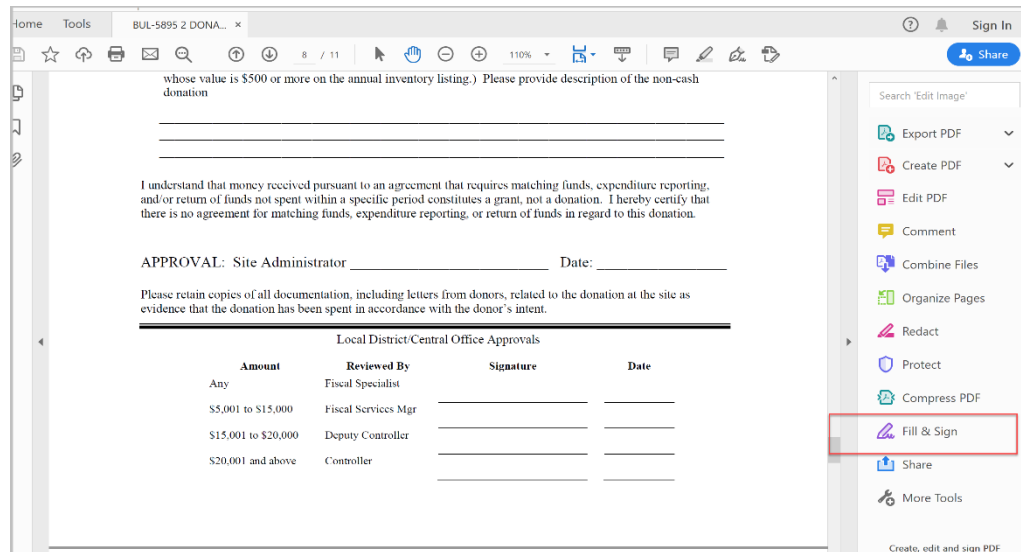
1. Fiscal Specialists and FSMs can electronically sign the donation form (with principal's signature) provided that a copy of the check was received.
2. Electronically sign the donation form and email it back to the school.
3. Zero-basis requests using the donated dollars can be prepared and signed electronically (PDF) and sent to Eric Mirano and Michael Villaroman for approval.

ELECTRONIC SIGNATURE AND DATE

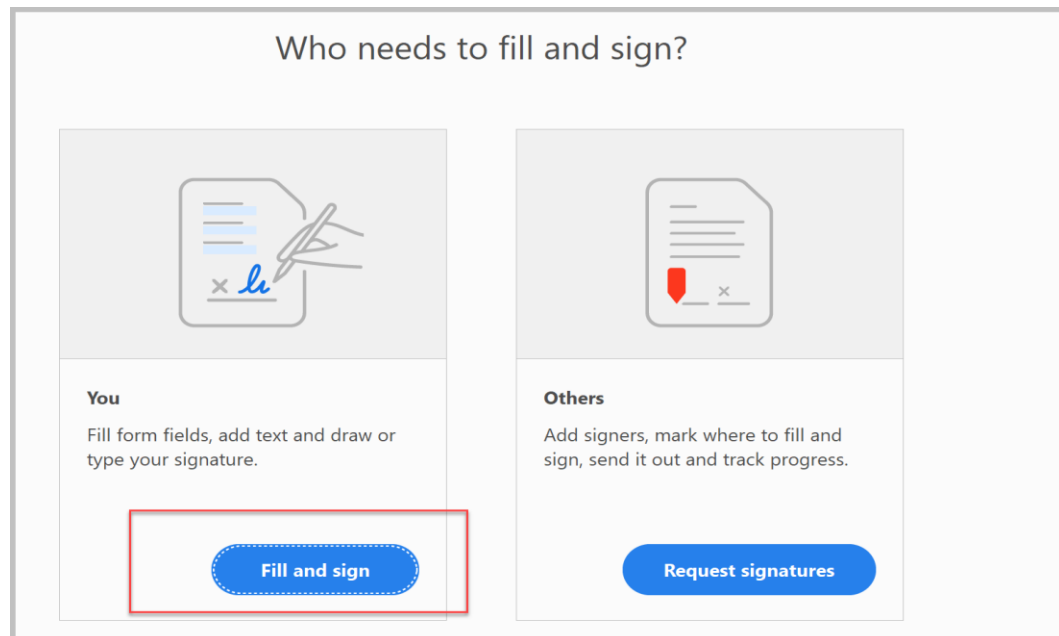
1. If you don't have it yet, download **Adobe Acrobat Reader DC**.
2. Once you open the email from the school, open the attachments as PDF documents.
3. Create your signature.

You should be able to sign and date the donation form by following the steps below.

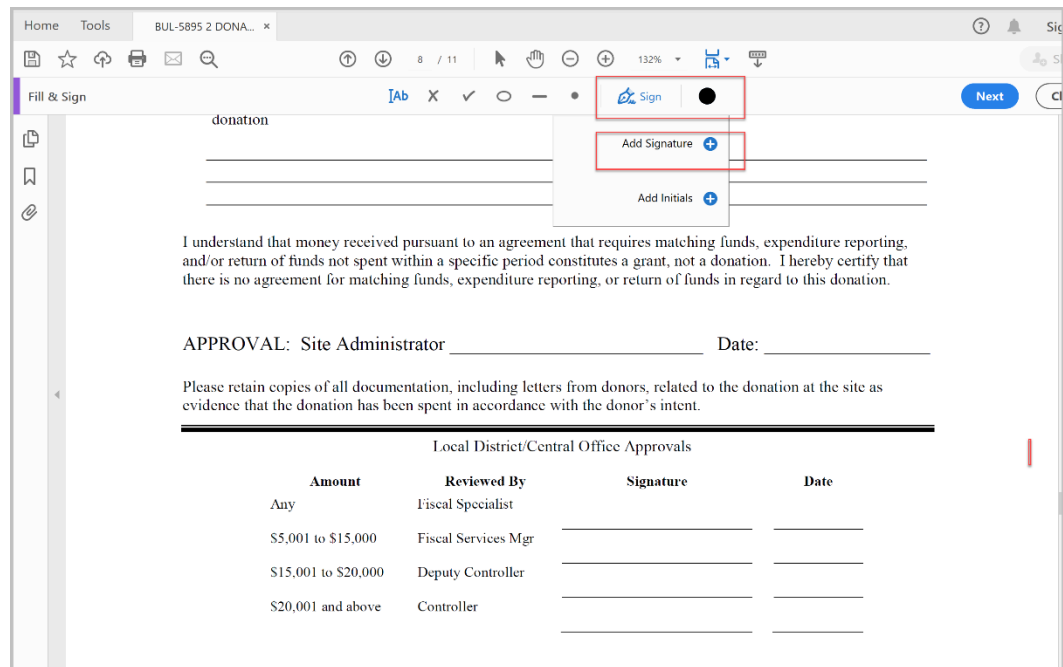
- a. Select "Fill & Sign".



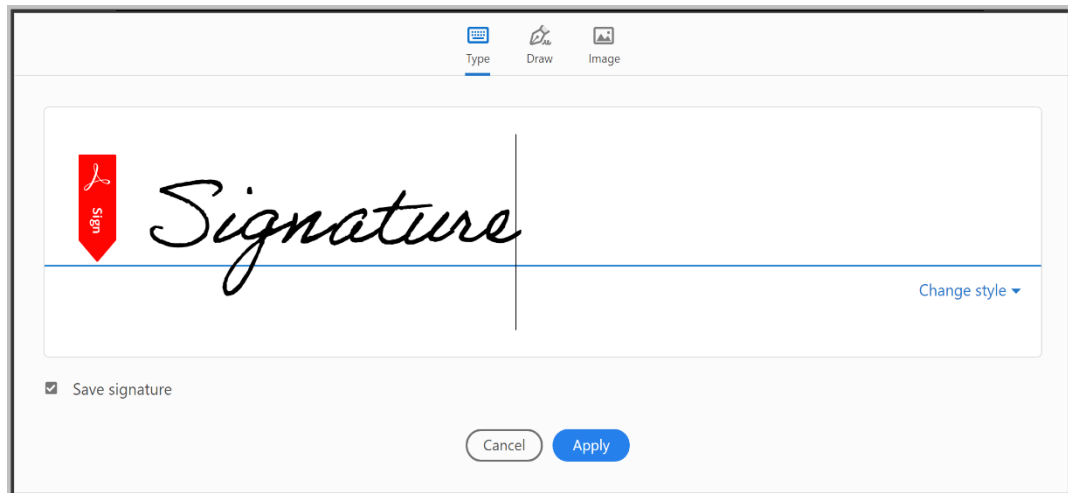
- b. Select "Fill and Sign".



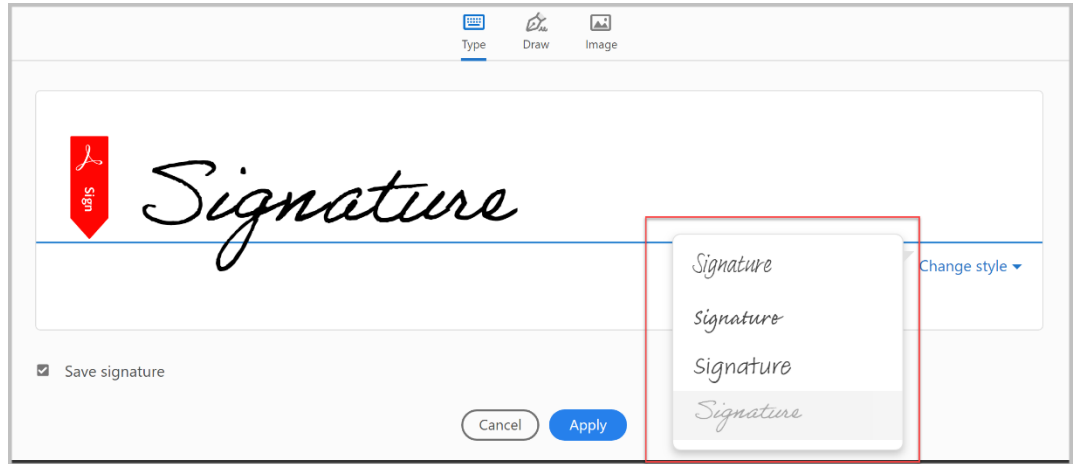
c. To create your electronic signature, select “Sign”, then select “Add Signature”.



d. Type your desired signature.



- e. Select "Change Style" to see signature styles to choose from.



- f. Click on the preferred signature style and select "Apply" to save the preferred signature style.



- g. Drag your signature to the appropriate signature line.

APPROVAL: Site Administrator _____ Date: _____

Please retain copies of all documentation, including letters from donors, related to the donation at the site as evidence that the donation has been spent in accordance with the donor's intent.

Local District/Central Office Approvals

Amount	Reviewed By	Signature	Date
Any	Fiscal Specialist	<i>Signature</i>	_____
\$5,001 to \$15,000	Fiscal Services Mgr	_____	_____
\$15,001 to \$20,000	Deputy Controller	_____	_____
\$20,001 and above	Controller	_____	_____

4. Enter the date.

Select "IAb" as shown below to enter text within the document such as date signed. Drag the cursor to the Date line and type the date.

I understand that money received pursuant to an agreement that requires matching funds, expenditure reporting, and/or return of funds not spent within a specific period constitutes a grant, not a donation. I hereby certify that there is no agreement for matching funds, expenditure reporting, or return of funds in regard to this donation.

APPROVAL: Site Administrator _____ Date: _____

Please retain copies of all documentation, including letters from donors, related to the donation at the site as evidence that the donation has been spent in accordance with the donor's intent.

Local District/Central Office Approvals		
Amount	Reviewed By	Signature
Any	Fiscal Specialist	<i>Signature</i>
\$5,001 to \$15,000	Fiscal Services Mgr	_____
\$15,001 to \$20,000	Deputy Controller	_____
\$20,001 and above	Controller	_____

5. Save the file.

Select the disk icon on the upper left-hand corner to save the file and choose the location/folder you want to save it to.

