



Date: _____
Donor Name: _____
Donor Address: _____
Donor Phone Number: _____
Donor Email Address: _____
Donation/Contribution Amount (or Estimate): _____
Campus: _____
Purpose: _____

This letter is to acknowledge receipt of your donation and/or contribution to the Melissa Independent School District. Melissa ISD does not assign a value to non-cash donations. We recommend that you use appropriate resources to determine a value for non-cash donations and/or contributions for IRS purposes. This charitable donation and/or contribution is deductible on your tax return. The federal identification number of the Melissa Independent School District is #75-1611350.

Melissa Independent School District is a public school district and is a political subdivision of the State of Texas as noted in Title 34 of the Texas Administrative Code. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1).

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools or various District groups and clubs. Please note, contributions made to various parent or community organizations, such as PTSOs and Booster Clubs, are not contributions to the District. Since these organizations are separate entities from the District, the District's tax-exempt status does not apply to these organizations. These organizations must apply for their tax-exempt status under IRS Code Section 501(c) (3). Evidence of their tax-exempt status would be a Determination Letter from the IRS. When a PTO or Booster Club donates monetary or non-monetary items to the district, then the donation is considered a contribution to the District.

Please be assured that your donation and/or contribution will result in greater educational opportunities for the students in the Melissa Independent School District. Thank you for your continued interest and support of our schools.

Lance Rainey
Executive Director, Administrative Services

Date