

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## PROPERTY RECORDS ADDITIONS FROM INTERNAL FUNDS/GIFTS/DONATIONS/VEHICLES

For Internal Account purchases over \$1,000 include this form with a **copy** of the internal account purchase order, check voucher, and invoice.

For Donations over \$1,000 include this form with a **copy** of the donation form. Vehicles donations **must** have either the donor's social security number or a federal identification number. **Don't** include social security number or federal identification number on the donation form (FC-200-0026) itself because it is a public record.

Facility Name: \_\_\_\_\_ Facility Number: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Check Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Purchased/Donated From: \_\_\_\_\_

Description: \_\_\_\_\_

Make/Model/Year: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Serial Number/VIN Number: \_\_\_\_\_

Mileage: \_\_\_\_\_ Facility Responsible: \_\_\_\_\_

Building Number \_\_\_\_\_ Room Number: \_\_\_\_\_

**Additional information needed for Vehicles: (This information is required by the IRS for form 1098-C)**

**Donor's Federal Identification Number:** \_\_\_\_\_

**OR**

**Donor's Social Security Number:** \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Records Technician Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Original: Property Records Technician  
Copy: Facility

An Equal Opportunity Agency

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