



ESCAMBIA COUNTY PUBLIC SCHOOLS FOUNDATION

Donations/Deposits

Policy

- The Foundation will charge a 3% fiscal agent fee on all new deposits and donations designated for restricted fund accounts.
- If a deposit or donation is made online the restricted fund account will be assessed an approximate 3.5% processing fee (may vary depending on method of payment- this is a direct pass on from the processing fees charged to the Foundation).
- Any returned check fee will be debited from the corresponding restricted fund account, along with the original deposit or donation amount. The Foundation will notify the Account Manager who will be responsible for recovering the returned check fee and original deposit or donation amount.
- Account Managers, or designees, must use the Foundation's Donation/Deposit Form when making a deposit into their accounts and must include account name and account number within a school or department. Please have a donation form filled out either electronically or physically before bringing or sending to the Foundation.
- For checks all donations must be made out to **Escambia County Public School Foundation** and the memo line should include what account the donation is for
- Cash donations must be delivered by hand to the foundation office.
- For all donations, the receiving school or department is responsible for acknowledging the donation from the donor. For all donations \$250 and above, the Foundation will issue receipts to the donor in the form of a standard thank you letter. All donor information (company name and/or individual name with complete mailing address) is required. All donations made through the Foundation's online giving platform automatically get an electronic receipt and acknowledgement for tax purposes.

Procedure

Check Donation

1. Check donations have to be made out to **Escambia County Public School Foundation** and the memo line must include what account the donation is for.
2. Once the Account Manager receives a check, they must fill out a [Donation Form](#) and either submit it electronically or physically.
3. This donation can be mailed to:
ECPS Foundation, J.E. Hall Center
30 E Texar Dr, Suite 113
Pensacola, FL 32503

Or Courier Code:
H.C. Attn: Foundation
4. A member of the staff will make a copy of the signed donation form and check to be given as a receipt for the Account Manager's records.

5. If the donation is \$250 or above the foundation will provide a receipt to the donor. All donor information is required. For donations under \$250 it is the Account Manager's responsibility to acknowledge the donor.

Cash Donation

1. All cash donations must be hand delivered to the Foundation office with a filled out Donation Form.
2. A staff member and the delivering party will both count the cash and confirm that the amount on the Donation form is correct and both sign.
3. A member of the staff will make a copy of the signed donation form to be given as a receipt for the Account Manager's records.
4. If the donation is \$250 or above the foundation will provide a receipt to the donor. All donor information is required. For donations under \$250 it is the Account Manager's responsibility to acknowledge the donor.

Online Donation

1. Online donations can be made through our online donor platform, Bloomerang. The link to donate can be found on the front page of our website: www.escambiaschools.org/ecpsf.
2. The restricted fund account will be assessed a 2.9% +\$0.30 processing fee for all donations made online.
3. All donations made through the Foundation's online giving platform automatically get an electronic receipt and acknowledgement.