



DATE RECEIVED: \_\_\_\_\_  
 MATTER ASSIGNED TO: \_\_\_\_\_

**Request for Legal Assistance**  
**DCSD Office of Legal Affairs**  
 ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO  
 DCSD OFFICE OF LEGAL AFFAIRS.

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

**DESCRIPTION OF REQUEST**

**Title of Item/Topic:**

Donation to Fernbank Science from the estate of Robert Waltemeyer

(e.g., contract review, policy matter, etc.)

**Date of request:** 10/3/24

**Due Date:** 10/3/24 (Allow 3 to 5 business days)

**Background information/Detail:** Coca-Cola stock dividends converted to \$21,333.333 check.

We will follow this same procedure annually.

**PROCUREMENT DETAILS (if applicable)**

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: Reviewed by grants and partnerships department

**SUPPORTING DOCUMENTATION**

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any will forward in email

**REQUIRED AUTHORIZATION**

Requested by: Jennifer Caracciolo

Email: jennifer\_caracciolo@dekalbschoolsga.org

Telephone: \_\_\_\_\_

Department: Grants and Partnerships/CEIP

Cabinet Member authorizing the request: Jennifer Caracciolo

**LEGAL APPROVAL**

Approved as to form by the DCSD Office of Legal Affairs?  Yes  No

-OR- (check one only)

Approved as to form by Outside Legal Counsel?  Yes  No

\*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel) Melanie Stutz

Comments: \_\_\_\_\_