



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:**

State Farm Furniture Donation

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

**Date of request:** 2/5/25      **Due Date:** 2/7/25      *(Allow 3 to 5 business days)*

**Background information/Detail:** State Farm is donating furntiure to Wrap Around and Support Services, Family Engagement, and Student Advancement to support their departments.

**PROCUREMENT DETAILS (if applicable)**

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

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

Description of supporting documentation, if any Furntiure Donation Email

**REQUIRED AUTHORIZATION**

**Requested by:** Libritta Anderson-Griffin

**Email:** Libritta\_Anderson@dikalbschoolsga.org      **Telephone:** 678-676-0396

**Department:** Grants and Partnerships

**Cabinet Member authorizing the request:** \_\_\_\_\_

**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)** 

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