



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 acceptance of \$54,047.38 in funding from the Waltemeyer Estate n care of Truist Wealth Management
 (e.g., contract review, policy matter, etc.)

Date of request: 2/12/2025

Due Date: 2/12/2025 (Allow 3 to 5 business days)

Background information/Detail: \$54,047.38 donation for the Fernbank Science Center

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 Please see attached documents

REQUIRED AUTHORIZATION

Requested by: Ms. Stacy Stepney, Chief Academic Office, Curriculum and Instruction

Email: stacy_e_stepney@dekalbschoolsga.org Telephone: 678.676.0731

Department: Curriculum & Instruction

Cabinet Member authorizing the request: Dr. Yolanda Williamson

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) [Signature]

Comments: _____