



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:

Druid Hills Middle School Collaboration Station Furniture Donat6ion

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

Date of request: 2/3/25

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

Background information/Detail: Druid Hills MS PTSA will donate a total of \$7,750 to supply furniture for two Collaboration Stations in the Media Center for teachers and student use.

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 Statement of Donated Equipment, Estimated Amount

REQUIRED AUTHORIZATION

Requested by: Jacqueline Taylor - Area Superintendent Middle Schools

Email: jacqueline_d_taylor@dekalbschoolsga.org

Telephone: (678) 676-2850

Department: School Leadership

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) H. Q. L. Esq.

Comments: _____