RENTON SCHOOL DISTRICT

Request for Acceptance of Gifts/Donations

(Please see Board Policy 6114 and Procedures 6114P on Gifts For policy and procedures for Gifts and Donations)

School/Location:_____

Name of Donor(s):_____

Mailing Address:_____

City:_____ State:_____ Zip Code:_____

Phone:_____

GIFT:

☐ Money $_____ for use by the _____ program.

☐ Money $_____ for Material/Equipment.

(Gifts for the purchase of material/equipment must include cost of delivery and installation by licensed contractor or agreement by the Maintenance Department to provide installation).

☐ Other donated items_____ $_____(Estimated Value)

For use by the_____Program.

☐ General Fund General Fund Account #_____

☐ ASB Fund ASB Account #_____

Please describe the purpose of the gift (if accepted):_____

_____

_____

APPROVALS:

Principal/Program Manager Approval:_____ Date:_____
(Required for all donations)

Technology Approval:_____ Date:_____
(Required for all donations of computers, printers, and software to comply with district standards)

Facilities and Maintenance Approval:_____ Date:_____
(Required for all donations that require installation and/or maintenance of material/equipment)

Please submit form with any attachments (POS Receipt) to the Superintendent's Office.