

REQUEST FOR ACCEPTANCE OF GIFT

School: _____

Board Policy: CDC(LOCAL)

Description of Gift: _____

Donor:

Name of Donor/Company/Foundation: _____

Attention (please supply name): _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Where and how will this gift be used: _____

Estimated value (as set by donor): _____

Cost to District (example: pick up, installation, and maintenance): _____

Principal or department head responsible for adding item to property management inventory system, if applicable: _____

Acceptance recommended: _____
(Principal or Department Head signature)

Date approved by Board: (if \$5,000 or more) _____

Property Management Control No.: (if applicable) _____

In compliance with the Omnibus Budget Reconciliation Act of 1993, this acknowledges the contributions and advises that the District provided no goods or services in consideration, in whole or in part, for any of the contributions described above.

Copy provided to Donor