



VENTURA UNIFIED DONATION / GIFT FORM

Instructions:

School Site Office/Admin - District Office

1. Complete form and all fields
2. Provide copies of letters from sponsor/donor and attach to form
3. Review any funding restrictions or specific purpose donations before accepting so the district/site can ensure compliance
4. Risk/Facilities must accept tangible goods that may require maintenance or structural support. Innovations must accept CTE equipment.
5. Route completed forms with documents, letters, checks, etc. to Fiscal Services, ESC.
6. Fiscal Services will submit to the Board of Education for final acceptance. Any donations not accept by Board must be returned to sponsor.
BP 3290(a), BPI325
Education Code 41032

Business Services Division
255 W Stanley Ave, Suite 100
Ventura, CA 93001

Date: _____

Donor Name: _____

Donor Address: _____

Donor Phone Number: _____

The donation is intended for the following school, program, or department:

Please attach any funding restrictions or award letters.

Information of additional interest or description of donation:

For items, tangible goods, or equipment, please see page 2.

Donation/Gift Acceptance:

Account (if applicable): _____

Administrator Title: _____

Administrator Signature & Date: _____

Signature of Administrator accepting gift on behalf of school or district.

Date

Business Services Internal Use:

Board Meeting _____

Copy to Accounting _____

Tangible Goods/ Equipment

Donations/deliveries of specialized equipment cannot be accepted by site until all parties listed below have approved this request.

The following item(s) is/are being donated to the Ventura Unified School District:

Purpose and Description of the Project:

Condition (New / Used): _____

Make/Model: _____

Serial No: _____

Approximate Value (\$): _____

Maintenance:	Will the equipment require ongoing District maintenance?	Yes	No
Structural:	Are there any modifications required?	Yes	No

Site Staff who will use equipment:

SIGNATURES:

School Site Administrator Approval _____

Facilities Director (or Designee) Approval _____

Chief Innovation Officer Approval _____

Director, Risk Management Approval _____

Attach documentation of training (roster, class content, date, location and trainer/vendor).

Business Services will forward training documentation to Educational Services for tracking.