

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
GIFT ACCEPTANCE FORM**

Department / School

Step 1: Accepting department/school completes the information below if gift is valued at \$100.00 or more:

Name of Donor(s): _____

Attention: _____

Address of Donor(s): _____

Amount of money received: _____ Cash Check Other _____

Budget No. for deposit (25 digits): _____

If gift is equipment or buildings/grounds improvements valued at \$100.00 or more, please describe below. If equipment, include serial numbers, age, etc. If the gift is for building or grounds improvements, include location and submit installation plans: _____

Value of Gift: _____

Purpose of Gift: _____

Is this a grant? Yes No If yes, name of person that initiated grant: _____

Is this for ASB? Yes No If yes, ASB Advisor: _____

Signature _____ Date _____

Principal/Department Administrator: _____

Signature _____ Date _____

Step 2: Accepting site secures approval of authorized District official:

This gift has been accepted _____ denied _____ by the Associate Superintendent, Business Services or designee.
Initial Initial

Business Services _____ Date _____

Step 3: Business Services prepares Board resolution for acceptance by Board of Education per E.C. 41032, and completes the information below:

This appears as a resolution in the agenda for the Board of Education meeting held on _____
Date

Step 4: Business Services returns the approved/denied form to department/school. If approved, site receives donated item(s).

Step 5: Business Services prepares a letter of appreciation and mails it to the individual or company along with a copy of this form. Copies of this form and the thank you letter is also sent to the receiving site.