SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

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REQUEST FOR ACCEPTANCE OF GIFT

A. DONOR'S STATEMENT *Please describe the gift and explain how it is to be used. Use an additional page if necessary.*

_____

_____

Estimated value or cost of item $_____ ; or if cash, the amount $_____ Check No. _____

DONOR'S NAME _____
Organization or Person

DONOR'S ADDRESS _____

DONOR REPRESENTATIVE _____

B. SCHOOL OR DEPARTMENT TO RECEIVE GIFT _____

1. Donation has been received. Yes ☐ No ☐
2. If a cash gift, attach a *copy of the check* and indicate the Account number to be credited
3. If item is to be purchased, will this be done through the District Purchasing Department? Yes ☐ No ☐
4. Will item require installation or additional maintenance cost? Yes ☐ No ☐

Principal's or Department Supervisor's Recommendation: *Approve* ☐ *Disapprove* ☐

_____ /
Signature of Principal or Department Supervisor Date

C. EDUCATIONAL SERVICES RECOMMENDATION: *Approve* ☐ *Disapprove* ☐

Comments: _____

_____ / _____ /
Director's Approval (Initials) Signature of Deputy Superintendent Date

D. RECOMMENDATION: *Approve* ☐ *Disapprove* ☐

Director, Information Technology *Signature:* _____ *Date:* _____
OR
Director, Maintenance & Operations *Signature:* _____ *Date:* _____

1. Purchase Cost: $_____ Estimated Installation Cost: $_____ Total Cost: $_____
2. Will District *maintain* gift? Yes ☐ No ☐ Will District *replace* gift? Yes ☐ No ☐
   (Refer to Board Policy 3290)
3. Will *unusual* maintenance be required on this item? Yes ☐ No ☐
4. If District purchased item is over $500, will it be given a District inventory number? Yes ☐ No ☐

E. SUPERINTENDENT'S RECOMMENDATION:

Accepted ___ Dollar value of gift $_____ Agenda date if over $500 _____

Rejected ___ _____ /
Signature of Superintendent Date

Distribution - Copies of Completed Form:
If Accepted: 1. Donor 2. School *or* Department 3. Accounting (Cash or Check Only) *or* Maintenance *or* Information Technology 4. Superintendent
If Rejected: 1. Donor 2. School *or* Department 3. Deputy Superintendent of Educational Services 4. Superintendent
Reference: Board Policy Regulation 3290, "Gifts, Grants and Bequests"