



North Kitsap School District
REQUEST FOR ACCEPTANCE OF GIFTS

Policy 6114F
FINANCIAL MANAGEMENT, Gifts

Date: _____ Accepted by _____ School Receipt# _____

School/Department/Program Receiving gift: _____

Budget Code to be credited: _____ Business Office Receipt# _____
GF or ASB (Please circle)

Nature of gift: Cash amount donated: \$ _____ . _____ OR
Description of gift & cash value: \$ _____ . _____ (determined by donor)

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

Description: _____

(The following information must be provided) Person/Organization Donating Gift --Please print

Name of Person Responsible: _____

Business/Organization: _____

Mailing Address: _____

City _____ State _____ Zip Code _____ Phone: (____) _____

APPROVAL(S):

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)

Capital Projects Approval _____ Date: _____
(Required for all donations that require installation and/or maintenance of supplies/equipment on District property)

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

Please note: Attach transmittal forms, backup material or letters from individuals/organizations donating gifts. We would also appreciate a copy of any thank you letter that was written by your building.

All donations given to the North Kitsap School District must have a donation form submitted to the business office. This includes all Booster or PTA/PTSA parent group donations.