

Donation and Acceptance of Gifts Approval Form

School, Program, or Department receiving this gift (check one and provide detail if applicable):

- a school, specify _____
- a district department, specify _____
- the school district

Please indicate the type of gift you are considering:

Cash or Check Amount: \$ _____

Nature of gift (if other than cash or check):

Estimated Value (if other than cash or check): \$ _____

Please describe if the donor has an intended use/purpose for this gift:

Is this gift being given in honor or memory of someone or something? Please explain:

Organization and/or Name of Donor: _____

Address: _____

Phone: _____

The donor would like to be anonymous

School/Department Recommendation: Accept gift Not accept gift

Explain: _____

Account Code:

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Signature of School/Department Administrator Date

Finance Director's Recommendation: Accept gift Not accept gift

Signature of Director of Finance & Operations Date

<p>Date the School Board is scheduled to take action on this gift:</p> <p>_____</p>
