

PLEASANT VALLEY SCHOOL DISTRICT
**REQUEST FOR ACCEPTANCE OF GIFTS, GRANTS, PAYMENTS, REIMBURSEMENTS &
DONATIONS**

Instructions: Complete form and send to Business Services. Equipment/furniture must not be accepted until conditional approval received by Business Services. The site/department is responsible for checking Board item for acceptance. **After Board approval, an acceptance letter will be sent to the donor, if address is supplied.**

- I. DONATED TO: SCHOOL/DEPT. _____
- II. DONOR INFORMATION a) Name of Donor/Contact _____
- b) Company Name (if applicable) _____
- c) Address _____
- III. DESCRIPTION OF DONATION - Before accepting any gift, grant or donation, the District shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the District's vision, philosophy, and operations. Please check the type of donation/payment below.

☐ Reimbursement	☐ Gift/grant/donation	☐ Donation for goods/services
(for theft/loss/breakage)	(with nothing in return to donor)	(for field trip, clothing, etc.)

Reason For Reimbursement or Payment:_____

- a) Monetary Payment/Donation: \$ _____
- b) Purpose of Gift/Payment:
- | | |
|---|---|
| ☐ misc. site needs | ☐ temp. staffing (P.E., subs, etc.) |
| ☐ technology | ☐ sports / music / art (circle which one(s)) |
| ☐ field trip (bus, outdoor school) | ☐ other _____ |
- c) Non-monetary Donation General Description: _____

ACCOUNT LINE WHERE TO DEPOSIT FUNDS: _____

REQUESTED BY _____ DATE _____
(Dept. Head/Principal Signature)

[illegible]

RECOMMENDATION OF BUSINESS SERVICES:

Accepted () Denied () **Conditional** () Department: _____

By: _____ Date: _____

Comments:

BOARD ACTION: Accepted () Denied () Date _____