

INDEPENDENT SCHOOL DISTRICT 196
 Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success

Series Number 703.5.1.2P Adopted November 2004 Revised September 2023

Title School or Department Acceptance of Gifts/Grants Valued Under \$500

Directions: Principals and program coordinators are to keep a list of gifts and grants valued under \$500 they receive each month and forward the list to the Director of Finance and Operations by the end of each month.

The following is a list of all gifts and grants received by _____
name of school or program
 during the month of _____.

Date Received	Donor	Description of Gift/Grant Valued Under \$500	Estimated Value
GRAND TOTAL (estimated value for all items)			

Comments _____

 signature of school/department administrator date

 signature of director date

School Principal/Coordinator routes to:
 Director of Finance and Operations

Procedures/703.5.2P/9-12-23

The School Board will take action on these gifts and grants at the last regular School Board meeting in September, December, March and June.