

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.

<input type="checkbox"/> Reimbursement (for theft/loss/breakage)	<input type="checkbox"/> Gift/grant/donation (with nothing in return to donor)	<input type="checkbox"/> Donation for goods/services (for field trip, clothing, etc.)
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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)



RECOMMENDATION OF BUSINESS SERVICES:

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

By: _____ Date: _____

Comments: _____

BOARD ACTION: Accepted () Denied () Date _____