

REQUEST FOR ACCEPTANCE OF A GIFT/DONATION

1. School/Program: _____

2. Originator Name: _____

3. Donor: _____

4. Type: ☐ Money ☐ Equipment ☐ Materials Date: _____

5. Purpose (describe benefit to district): _____

6. Funding Source: ☐ Federal ☐ State ☐ Private

7. Amount of Gift and Other Funding Commitments:

Gift \$ _____

District \$ _____ District Budget: _____

Total \$ _____

8. Period of Use, if applicable: From: _____ To: _____

9. Signatures:

Originator

Principal/Supervisor

10. Board/Superintendent Acceptance Date: _____

11. Acknowledgement: _____