

# Issaquah School District Request for Acceptance of Gifts



Please see Regulation 6114 and Procedures 6114P on Gifts and Memorials for procedure to donate gifts

## Gifts Under \$5000 in Value

Receiving School/Program: \_\_\_\_\_

Name of Donor(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### **GIFT:**

Money \$ \_\_\_\_\_ for use by \_\_\_\_\_ program.

Money \$ \_\_\_\_\_ for Equipment/Material

*(Gifts for the purchase of Material/Equipment must include cost of installation by licensed Contractor or agreement by Maintenance Department to provide installation)*

Other donated items \_\_\_\_\_

General Fund 10 - E - 530 - 7901 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000 - 1

ASB Fund 40 - R - 960 - \_\_\_\_\_ - 00 - 0000 - \_\_\_\_\_ - 0000 - 0

**Please describe the purpose of the gift if accepted:**

\_\_\_\_\_  
\_\_\_\_\_

### **APPROVAL(S) for accepting gift:**

**Principal/Program Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Required for all donations)*

**Athletic Director Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Required for all ASB 2000 series donations)*

**Technology Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Required for all donations of computers, printers and software to comply with District standards- submit itemized list)*

**Capital Projects Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Required for all donations that require installation and/or maintenance of material/equipment on District property)*

**District Operations Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Required for all donations that require installation/maintenance of material/equipment, or impact operations on District property)*

**For Gifts Under \$5000, acknowledgment needs to be sent from the building/program receiving the gift.**

**Please send copy of gift form and receipt to the Business Office**

### **Business Office Use Only:**

Budget # \_\_\_\_\_ Accepted by \_\_\_\_\_ Date \_\_\_\_\_