

# REQUEST FOR ACCEPTANCE OF GIFTS AND DONATIONS BY PARADISE VALLEY GOVERNING BOARD

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**Instructions:** Please *PRINT* all sections other than signatures

Complete all areas in Section A (& Sections B – C as applicable)

Submit all copies to Finance Department; follow instructions on Section B if submitting cash and/or checks

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**A. DONOR INFORMATION**

Donor(s) Name: \_\_\_\_\_

Name of Organization or Business (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

School/Department and Unit Number: \_\_\_\_\_

Principal's or Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**B. CASH/CHECK DONATIONS (for food, attach letter from donor)**

1. Amount being donated: \$ \_\_\_\_\_ Project: (Required) \_\_\_\_\_

2. Donated to: (library, a department, gifted, nurse, office, grade level, etc.) \_\_\_\_\_

3. To be used for: (as per donor) \_\_\_\_\_ (include copies of all backup from donor)

4. Attach this form with copy of checks or cash receipt and any letter or backup from the donor to the Deposit End of Period (EOP) or Misc Account Deposit Summary

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**C. NON-CASH**

1. Description of item being donated: \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_

Donated to: (library, a department, gifted, nurse, office, grade level, etc.) \_\_\_\_\_

To be used for: (as per donor) \_\_\_\_\_ (include copies of all backup from donor)

PC# assigned: (>\$1,000) \_\_\_\_\_ Serial # of Equipment: \_\_\_\_\_ Room#/Location: \_\_\_\_\_

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**D. VEHICLE DONATIONS:**

School sites are not allowed to accept any vehicles that are required to be registered with the Maricopa County Motor Vehicle Department (for example: tractor, car, golf cart, trailer, etc.). Transportation is the only department allowed to accept vehicle donations on behalf of the District. If you have any questions, please contact the Transportation Department (602-449-2251).

**SUBMIT FORM AND ALL BACKUP TO THE FINANCE DEPARTMENT**

Revised 5/9/2023 Finance