

**CENTRAL UNIFIED SCHOOL DISTRICT
GIFT PROPOSAL FORM**

Exhibit 3290

SCHOOL OR DEPARTMENT _____ **DATE** _____

DONOR _____

ADDRESS _____
(include City, State & Zip Code)

SECTION A: (To be completed by School/Dept.)

MONETARY VALUE OF GIFT:

DESCRIPTION OF GIFT: (To include Make, Model and Serial Number)

Purchase Price: _____
Freight: _____
Tax: _____
Installation: _____
Total Cost: _____

Intended Use: _____

Where will it be located? _____

Please complete the following:

	YES	NO
1. Is the gift already an approved item of equipment?	_____	_____
2. Will the gift be delivered by the donor?	_____	_____
3. Does the gift require building or ground space?	_____	_____
4. Does the gift require installation?	_____	_____
5. Will the gift eventually need to be replaced at School District expense?	_____	_____
6. Is the gift donated for advertising purposes?	_____	_____
7. If the gift is to be purchased, do you want it to be purchased by the School District for the donor? If so, Requisition # _____ is attached.	_____	_____
8. Are District funds required for the purchase and/or installation of the gift?	_____	_____
9. Will the district be expected to maintain/replace donation should failure occur?	_____	_____

Section B: (To be completed by District Office)

Signature of Principal or Department Head

Purchasing Director, Operational Services

	YES	NO
1. What is the estimated cost of installation? _____	_____	_____
2. Does the gift item require Division of Architecture approval?	_____	_____
3. Will additional labor or equipment be required for maintenance and operation?	_____	_____
4. What is the total estimated value of this gift? _____	_____	_____

Remarks: _____

Requires Public Works Bid

Subject to Design Review and Approval

Approved Disapproved Date _____

Purchasing

Approved Disapproved Date _____

Director, Operational Services

Approved Disapproved Date _____

Chief Financial Officer

Approved Disapproved Date _____

Board of Education