

Donation (Cash / Property) to the Jefferson Elementary School District

Completion of this form is required prior to the district's consideration of a proposed donation to the Jefferson Elementary School District. This form is to be completed in its entirety and submitted to the Chief Business Officer prior to receipt of any donated goods, services, or monetary donations of \$1,000 and above. Donations \$5,000 or greater must be approved by the Board of Education.

Date Form Completed: _____

Organization/Individual Making Donation: _____

Address: _____

(Street)

(City, State, Zip)

Daytime Phone #: _____

Description of Donation / Gift: _____ Approximate Value: _____

Explain how this gift will be used: _____

Monetary Gift: Explain how the funds will be used: _____

Recipient(s) of Donation (school, athletics program, etc.) _____

Was there an application process for this gift? Yes _____ No _____

Are there conditions of use attached to the gift: Yes _____ No _____

If yes, please explain conditions: _____

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc? _____

If yes, who will be responsible for the costs? _____

What is the annual maintenance cost of the donation if any? (be specific) _____

Are there additional costs to the district not indicated above? (be specific) _____

Signature of Principal

School Name

For District Office Use Only

Accepted by Superintendent (or designee): _____

Signature

Date

Accepted by Board of Education (items \$5,000 or greater) on: _____

Date of Board Meeting

If approved by the Board of Education, accepted by the Chairman of the Board of Education:

Signature

Date