# NEWPORT-MESA UNIFIED SCHOOL DISTRICT
# BOOK GIFT/DONATION TO THE DISTRICT FORM
## (ONE DONATION PER FORM)

SITE NAME: _____

| DONOR (Name & Address) | DESCRIPTION (Purpose & Use) | ID / SERIAL NUMBER | CONDITION (New or Used) | DOLLAR VALUE (Determined by Donor) |
|---|---|---|---|---|
| | | | | |

BOOK DONATIONS REQUIRE MULTIPLE APPROVALS. PLEASE ENSURE THAT YOUR RESPECTIVE DIRECTOR HAS APPROVED BEFORE FORWARDING TO BUSINESS SERIVCES.

**A LIST OF ALL DONATED BOOKS BY TITLE AND AUTHOR IS REQUIRED WITH THIS FORM.**

ADMINISTRATOR'S NAME & TITLE (PRINT): _____

SIGNATURE: _____ DATE: _____

SECONDARY DIRECTOR APPROVAL: KEITH CARMONA

SIGNATURE: _____ DATE: _____

ELEMENTARY DIRECTOR APPROVAL: LORI HERNANDEZ

SIGNATURE: _____ DATE: _____

Signature indicates compliance with Board Policy 3290 (see below):

The Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol
4. Advertise or endorse the use of non-nutritious food or beverages during the school day
5. Encourage or enable the violation of any law or district policy
6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

*Send Form to Veronica Hallman, Business Services Division*

*District Approval:* _____