

**RICHLAND SCHOOL DISTRICT**

6972 Keene Rd  
West Richland, Washington 99353  
(509) 967-6000

**AGREEMENT**  
For Offer and Acceptance of an  
**EQUIPMENT GRANT**

The \_\_\_\_\_ presents and gives to, and the Richland School District  
(Donor)  
hereby accepts the following equipment:

Description: \_\_\_\_\_ Value: \$ \_\_\_\_\_

This equipment is for the sole purpose of: \_\_\_\_\_

Building: \_\_\_\_\_

The Richland School District hereby agrees to:

1. Accept ownership of the above-described equipment.
2. Accept responsibility for the appropriateness of the purpose for which it will be used and keep the equipment at the location of original donation unless extenuating circumstances, such as school closure arise, or as mutually agreed otherwise.
3. Accept responsibility for the installation, operation, and maintenance of the above-described equipment.
4. Hold the donor harmless from any claim or lawsuit arising from any damage caused by or from the use of said equipment.
5. Other: \_\_\_\_\_

*(Student Services Admin./Ex. Dir. Fin. Services signatures required for all gifts/grants – Ex Dir Info Ser or Ex Dir Sup. Serv, if applicable.)*

<input type="checkbox"/> <b>Accept</b>	<input type="checkbox"/> <b>Reject</b>	<input type="checkbox"/> <b>More information needed</b>
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_____ (Principal)	_____ (Date)
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_____ (Student Services Administrator )	_____ (Date)
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_____ (Ex. Dir. of Information Technology) or (Ex. Dir. of Support Services)	_____ (Date)
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_____ (Ex. Dir. of Financial Services or Designee)	_____ (Date)
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*(Board approval required for gifts/grants of \$5,000 or more.)*

**Board Approval Date:** \_\_\_\_\_

Revised:  
01/11/2012  
12/08/2025  
02/11/2026