

RICHLAND SCHOOL DISTRICT

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

AGREEMENT

For Offer and Acceptance of a

CASH GRANT

The _____ presents and gives to, and the Richland School
(Donor)
District hereby accepts, a monetary grant in the amount of \$ _____, check # _____.

This grant is for the sole and express purpose of: _____.

The Richland School District hereby agrees to:

1. Spend the grant proceeds for the above stated purpose on or before _____. Any unused grant proceeds will be carried forward for one fiscal year. All unused funds will be transferred to the fund balance.
2. Comply with the stipulations of policy 6114 and retain the items purchased at the location of original donation unless extenuating circumstances, such as school closure arise, or as mutually agreed otherwise.
3. **PTA/PTO Only**. Any unused portion of the grant not expended by the Richland School District will be returned to the donor if requested.

(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"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> More information needed
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_____	_____
(Principal/Dept Administrator)	(Date)
_____	_____
(Student Services Administrator)	(Date)
_____	_____
(Ex. Dir. of Information Services) or (Ex. Dir. of Support Services)	(Date)
_____	_____
(Ex. Dir. of Financial Services or Designee)	(Date)

Budget Code: _____
(Assigned by Financial Services)

(Board approval required for gifts/grants of \$5,000 or more.)

Board Approval Date: _____