

**SCHOOL DISTRICT of NEW BERLIN**  
**Gifts, Grants & Bequests Approval and Acceptance**

Complete this form and submit to the business office for any donation \$50 or greater. Donations greater than \$5,000 and non-monetary donation, of any amount, must be approved by the business office prior to acceptance.

School: \_\_\_ ELM \_\_\_ OL \_\_\_ PC \_\_\_ RR \_\_\_ NBE \_\_\_ NBW \_\_\_ PAC \_\_\_ DO

**Donor information:**

Donor \_\_\_\_\_

Contact (if other than donor) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

**Monetary donation:**

Amount \_\_\_\_\_ School / department \_\_\_\_\_

Proposed use of funds \_\_\_\_\_

\_\_\_\_\_

Deposit to account \_\_\_\_\_

**Non-monetary donation:**

Gifts, grants & bequests of non-monetary items are subject to inspection and determination of utility and appropriateness to the district's purpose(s). Donated items must be in working order. If the donated item requires installation by a third party, please supply the name of an installer.

Description of donation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional pages, pictures, specifications, or other information if necessary.

Estimated monetary value \_\_\_\_\_

**Recommendation:**

I certify that the above described donation complies with School Board policy, is necessary and appropriate to the purpose of our school / school district and will be placed into service.

Principal /Director \_\_\_\_\_ Date \_\_\_\_\_

**Acceptance:**

*Any donation that will be attached to or in any way modifies a district owned facility must be approved by the director of buildings and grounds. Any donation of a computer or other high technology must be approved by the director of technology support.*

Accept  Decline: Director \_\_\_\_\_ Date \_\_\_\_\_

*All non-monetary items, or monetary gifts, grants & bequests over \$5,000 must be accepted by the Superintendent or designee.*

Accept  Decline: Business office \_\_\_\_\_ Date \_\_\_\_\_

*Acceptance for gifts, grants & bequests with a value of \$100,000 or greater.*

Date presented to School Board \_\_\_\_\_  Accept  Decline

Date acknowledgement letter sent \_\_\_\_\_