



Gifts, Grants & Bequests Approval and Acceptance

In order to assure gifts, grants and bequests comply with the intent of the Board of Education, this form shall be submitted to the Business Office for any donation of **\$250 or greater**. Donations greater than \$5,000 and any non-monetary donation must be approved by the Business Office *prior* to acceptance.

DONATION DESIGNATION

ELM OL PC RR NBE NBW PAC DO

Department (if applicable): _____

DONOR INFORMATION

Donor's Name: _____

Donor's Phone Number: _____ Donor's Email Address: _____

Donor's Address: _____

MONETARY DONATION

Amount: _____ Check Number (if applicable): _____ Check Date (if applicable): _____

Proposed Use of Funds: _____

Deposit Account: _____ Expense Account: _____

NON-MONETARY DONATION

Gifts, grants and 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.

Donation Description: _____

Estimated Monetary Value: _____

CONSIDERATION FOR ACCEPTANCE (IF APPLICABLE)

Any donation that results in the modification of any nature to a district facility requires approval by the Director of Buildings & Grounds *prior* to acceptance.

Print Name: _____

Signature: _____ Date: _____

Any technology- related donation requires approval by the Director of Technology *prior* to acceptance.

Print Name: _____

Signature: _____ Date: _____

APPROVAL

- All monetary donations less than \$5,000 - Approval Required by Principal / Director
- All non-monetary donations and monetary donation greater than \$5,000 – Approval Required by Chief Finance & Operations Officer
- All monetary donations greater than \$10,000 – Approval Required by Board of Education

I certify that the above described donation complies with [Policy 7230](#), is necessary and appropriate to the purpose of our school and/or district and will be placed into service.

Print Name: _____

Signature: _____ Date: _____