

REQUEST FOR ACCEPTANCE OF GIFTS

1. School: \_\_\_\_\_

2. Description of Gift: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4. Where and how will this gift be used?

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheet if necessary)

5. Estimated value: (as set by donor) \$ \_\_\_\_\_

6. Cost to District: \$ \_\_\_\_\_

(Example: pick up, reinstallation,  
maintenance, etc.)

7. Principal/program director is responsible for  
adding this item to the property inventory  
system, if applicable.

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Acceptance recommended: \_\_\_\_\_  
(Principal or program director)

Approved: \_\_\_\_\_  
(Business Office)

Approved by Board of Trustees: \_\_\_\_\_  
(Signature & Date)