Clear Form Print Form

Policy Series 6000: Administration and Management Support Form - **6114F1**

Issaquah School District Request for Acceptance of Gifts

Please see Regulation 6114 and Procedures 6114P on Gifts and Memorials for procedure to donate gifts

Gifts Under $5000 in Value

Receiving School/Program: _____

Name of Donor(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

GIFT:

☐ Money $ _____ for use by _____ program.

☐ Money $ _____ for Equipment/Material

(Gifts for the purchase of Material/Equipment must include cost of installation by licensed Contractor or agreement by Maintenance Department to provide installation)

☐ Other donated items _____

☐ General Fund **10 - E - 530 - 7901 - _____ - _____ - _____ - _____ - 0000 - 1**

☐ ASB Fund **40 - R - 960 - _____ - 00 - 0000 - _____ - 0000 - 0**

Please describe the purpose of the gift if accepted:

_____

_____

APPROVAL(S) for accepting gift:

Principal/Program Manager Approval: _____ **Date:** _____
(Required for all donations)

Athletic Director Approval: _____ **Date:** _____
(*Required for all ASB 2000 series donations***)**

Technology Approval: _____ **Date:** _____
(Required for all donations of computers, printers and software to comply with District standards- submit itemized list)

Capital Projects Approval: _____ **Date:** _____
(Required for all donations that require installation and/or maintenance of material/equipment on District property)

District Operations Approval: _____ **Date:** _____
(Required for all donations that require installation/maintenance of material/equipment,or impact operations on District property)

For Gifts Under $5000, acknowledgment needs to be sent from the building/program receiving the gift.

Please send copy of gift form and receipt to the Business Office

Business Office Use Only:

Budget # _____ Accepted by _____ Date _____