

Gift / Donation Form

SCHOOL:

Estimated Value

Gift/Donated
Item:

Make / Model / Year:

VIN or serial #

License plate:

Purpose of the Gift

Donated by: Organization:

Name:

Address:

Site administrator acknowledges that item is appropriate for use at school site and adequate facilities/storage is available.

(Administrator signature)

(Date)

Item Placed on site inventory

(Inventory ID Number)

DATE:

This gift/donation satisfies the requirements of SKUSD Board Policy Number 3290 (a). The school/district accepts responsibility to maintain/install the donated item.



(District Office Use Only)

Pink slip forwarded to District office on: _____

Accepted by the Board on: _____

Letter of Appreciation Mailed: _____

Site Administrator must sign and forward to Superintendent 's Office for Board of Trustees Approval. Letter of acceptance shall be mailed promptly to the address listed above, upon Board Action to accept donation.