

**SCOTTSDALE PUBLIC SCHOOLS
REQUEST FOR DISTRICT ACCEPTANCE OF GIFT**

School/Department: _____ Date: _____

Description of Gift: _____

Model: _____ New _____ Used _____ Age _____

Specific Vendor: _____

If a NEW Vendor;

Address _____ Phone: _____

Is the purchase from this specified vendor a condition of the Gift? YES _____ NO _____

How does this item apply to Curriculum? _____

Fair Market Value of Gift (established by donor): \$ _____

(used item valued over \$300 must have independent appraisal)

Control Account Number for deposit _____

Name of Donor: _____ Telephone: _____

Address: _____

City: _____ State _____ Zip: _____

Request for Tax Deduction Receipt? _____

Principal Approval: _____ Date: _____

Specific Gifts Listed Below Must Have Value And Acceptance Established By The Corresponding Departments:

Buildings, plumbing, electrical, lg. & sm. appliances, any structural alterations/additions to existing structures	John Muir	602-618-6126
Motors, engines	Transportation	480-484-8550
Playground equipment, Landscape items	Grounds	480-484- 5070
Copiers	Purchasing	480-484-6050
Musical Instruments	Janet Blum	480-484-5053
Technology Items	IT Department	480-484-5053
Athletic Department	Roosevelt Lofton	480-484-

5048

Department Approval: _____ Date: _____
Name, Dept., Title

Gift Committee Approval: _____

Date: _____

PROCEDURE: See Reverse of this Form for Gift Acceptance Guidelines

Date Approved by Governing Board: _____

If you have any questions regarding this gift request, please call Adam Rode 4-484-6126

GIFT REQUEST FORM PROCEDURES

ACCEPTANCE GUIDELINES:

No member of the Board or other official or employee shall solicit, accept, or receive, either directly or indirectly, from any person, firm or corporation to which any purchase order may possibly be awarded by rebate, gift or otherwise, any money, loan, gratuity, favor, or anything of value, or any promise, obligation, or contract for future reward or compensation.

GENERAL GUIDELINES:

- No Gift item should be accepted prior to Governing Board approval.
- No limitations on cash donations
- Any used item valued over \$300 **must** have an independent appraisal.
- All repair and maintenance cost of used items is the responsibility of the school.
 - Products or Services valued under \$50.00, do not need to go through the Gift process, unless a Tax-receipt letter has been requested.

Athletic Gifts:

- All items **must** be new.
- All items **must** be commercial/industrial grade and be serviceable for school use.
- All gifts will result in continued Title IX compliance.
- All gifts that will impact another program must have support from that program.
- All gifts that will modify existing buildings or athletic field conditions will need approval from Building service department.
 - All gifts must have the support of the site athletic director.

Musical Instruments:

- All instruments must be in good working condition.
- Chris Hulett, District Fine Arts Specialist must approve all donations.
- See General Guidelines.

Technology Items:

- All gifts related to technology must have prior approval from the Director of IT Services

Building Services/Grounds Items:

- Building Services must approve all items that could modify existing buildings.
- The Grounds department must approve all items that could modify existing landscape.

Risk Management Guidelines:

- The Executive Director, Risk Management, must approve all items that could cause any safety hazard.

Procedures:

- Complete Gift Request form.
- Have principal review and sign.
- Forward to appropriate departments for review and approval.

- Forward to Finance department.
- Placed on upcoming Board Agenda.
- When approved by Board School is notified and gift can be accepted by the school for use.
- Cash items are deposited into appropriate funds and can be accessed when deposit is entered in CIMS.

The Gift Committee reviews all gifts. If the appropriate department representatives have approved the gift item, then it will be placed on the next Board Agenda as soon as finance receives the request. All cash items will be placed on the agenda as soon as the request is received by finance and as long as there are no questions about the appropriateness of the cash donation. Having all of the appropriate paperwork completed in advance helps to expedite the item.

Refer to District Policy KCD