



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 specific 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? Yes: _____ No: _____

Principal Approval: _____ Date: _____

Building, plumbing, electrical, lg & sm. appliances	Dennis Roehler	480.484.8503
or structural alterations/additions to existing structures	Patti Bilbrey	480.484.6208
Nutritional Services	Brendan Wagner	480.484.8558
Motors, engines	Dennis Roehler	480.484.8534
Playground equipment, landscape items	Debi Spaulding	480.484.6156
Copiers	Michelle Irvin	480-484-5051
Musical instruments	Debi Spaulding	480.484.6156
Technology Items	Nathan Slater	480.484.5016
Athletic Department		

Department Approval: _____ Date: _____

Name, Dept., Title

Dept. Comments:

Gift Committee Approval: _____ Date: _____

Date Approved by Governing Board: _____

PROCEDURE: See reverse of this form for gift acceptance guidelines

If you have any questions regarding this gift request, please call Adam Rode at 480.484.6205



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 contact 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(s) for used item(s) 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.

We assume no responsibility for establishing value of the donation

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 the Building Services department.

All gifts must have the support of the site athletic director.

Musical Instruments: All instruments must be in good working condition.

Michelle Irvin, District Fine Arts Coordinator, must approve all donations.

See General Guidelines.

Technology Items: All gifts related to technology must be purchased by IT by donating the funds for purchase.

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 Safety/Health/Environmental Manager must approve all items that could cause any safety hazard.

PROCEDURES:

Complete Gift Request form.

Have Principal review and sign form.

Forward form to appropriate departments for review and approval.

Forward form to Finance department.

The form will be placed on the upcoming Board Agenda.

When approved by the Governing Board, the school is notified and the gift can be accepted by the school.

Cash items are deposited into appropriate funds and can be accessed when deposit is entered in Visions

The Gift Committee reviews all gifts. If the appropriate department representatives have approved the gift item, 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 processing of the item.