

DONATION ACCEPTANCE FORM

All donations to the district must be officially accepted by the Fountain Valley Board of Trustees inasmuch as their acceptance may involve an expenditure of district funds for installation, use, and/or maintenance. Before any donation is supplied or purchased by your organization, or formally accepted for a school, the following information is requested on this form. Upon site/document approval, a copy of the form shall be presented to Business Services or Technology/Media for further consideration and approval in accordance with Board Policy 650, Donations to School District.

SCHOOL RECEIVING DONATION: _____

NAME OF DONOR: _____

DESCRIPTION OF DONATION OR CASH DONATION: (Include name and address of manufacturer or vendor, age and condition of item if not new, appropriate present value.)

ESTIMATED INSTALLATION COST: (Note software needs, special wiring required, additional components needed, transportation, etc.)

INVENTORY INFORMATION: (Include quantity, brand name, model #, serial #)

ESTIMATED COST OF ANNUAL UPKEEP: (Electricity, special supplies, accessories, etc.)

INTENDED USE: _____

COMMENTS (Rationale for disapproval): _____

APPROVED/DISAPPROVED _____
DATE

REVIEWED _____
Principal/Department Head

APPROVED/DISAPPROVED _____
DATE

REVIEWED _____
Assistant Superintendent
Business/Administration

APPROVED/DISAPPROVED _____
DATE

REVIEWED _____
Director, Technology/Media

BOARD APPROVAL _____
DATE