

Gift Approval/Receipt Form

School/Dept: _____

Description of Gift _____

Purpose of Gift _____

Donor Information _____

(Name)

_____/_____

Address

Phone Number

Value of Gift _____

Approved by _____ Date _____

(Principal/Designee)

Approved by _____ Date _____

(IT Director)

Approved by _____ Date _____

(Business Administrator)

Approved by _____ Date _____

(Athletic Director)

See reverse side for the rules regarding acceptance & approval of gifts.

This section to be completed at the time of receipt of the gift.

Received by _____ Date _____

Exact Description _____

(turn page over)

RULES REGARDING ACCEPTANCE & APPROVAL OF GIFTS

Please be advised that all gifts in the form of equipment, supplies or services are to be recorded on the form on the reverse side and a copy is to be kept by the designated school administrator with a copy forwarded to the business administrator.

All gifts are to be pre-approved by the principal and/or his/her designee and also by the business administrator.

Please note: All electronic gifts (i.e. computers, audio visuals, software, etc) are to be cleared by IT Department.

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