

# Issaquah School District Request for Acceptance of Gifts

Please see Regulation 6114 and Procedures 6114P on Gifts and Memorials for procedure to donate gifts

Form 6114-F2

## Gifts \$5000 or More in Value

School/Location \_\_\_\_\_

Name of \_\_\_\_\_ Donor(s) \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### **GIFT:**

Money \$ \_\_\_\_\_ for use by \_\_\_\_\_ program.

Money \$ \_\_\_\_\_ for Equipment/Material

*(Gifts for the purchase of Material/Equipment must include cost of installation by licensed Contractor or agreement by Maintenance Department to provide installation)*

Other donate items \_\_\_\_\_

General Fund GF Budget Number# \_\_\_\_\_

ASB Fund ASB Budget Number# \_\_\_\_\_

Please describe the purpose of the gift if accepted \_\_\_\_\_

### **APPROVAL(S):**

**Principal/Program Manager Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for all donations)*

**District Administration Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for all donations)*

**Technology Approval** \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for all donations of computers, printers and software to comply with District Standards)*

**Capital Projects Approval** \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for all donations that require installation and/or maintenance of material/equipment on District property)*

**Facilities/Maintenance Approval** \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for all donations that require installation and/or maintenance of material/equipment on District property)*

**Board Approval Date:** \_\_\_\_\_

*(Thank you Acknowledgment will be sent to donor from the School Board)*

**Please submit Gift form COMPLETELY INTACT with CHECK/CASH to the Accounting Office**

### **Accounting Use Only:**

Budget # \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_