Issaquah School District Request for Acceptance of Gifts

Please see Board Regulation 6114 and Procedures 6114P on Gifts and Memorials for procedures to donate gifts.

**Form 6114-F1**

**Gifts Under $5000 in Value**

<table>
<thead>
<tr>
<th>School/Location</th>
<th>Name of Donor(s)</th>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**GIFT:**

- ☐ Money $________ for use by __________________________ program.
- ☐ Money $________ for Material/Equipment

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

- ☐ InTouch Receipt number __________________________
- ☐ Other donated items ________________________________
- ☐ General Fund GF Budget # __________________________
- ☐ ASB Fund ASB Budget # __________________________

Please describe the purpose of the gift if accepted __________________________________________

**APPROVAL(S):**

- Principal/Program Manager 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)*

For Gifts Under $5000, Acknowledgement needs to be sent from the building/program receiving the gift.

Please send copy of form and receipt to the Accounting Office.

<table>
<thead>
<tr>
<th>Accounting Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Number: ________ Accepted by: ______ Date: ______</td>
</tr>
</tbody>
</table>