ACCEPTANCE OF GIFT REQUEST

Instructions for Community/Parents:

- Complete first three rows and as much as you can of all others, that apply
- Submit your gift to the school or site staff and attach with this form

Instructions for Staff:

For Office/Classroom Supplies:
- *Complete all sections that apply*

For Computer/software Supplies:
- *Submit completed form to the Tech. Services*
- ***Do not*** *accept a computer, unless it has been approved by Tech. Services*
- *Once approved, donor may drop off donation at the school*

For Cash:
- *Cash Count Slip must be submitted with all cash*
- *Cash under $100, you must hand carry to business*
- *Cash over $100, you must schedule an appointment with Accounts Receivable*

For Checks:
- *A copy of all checks must be submitted*

	For Business Use Only
School / Site: **Date:**	
Donor Name:	**DC #** _____
Donor Address/City/State/Zip Code:	**Cash Amount:** $_____
General Description of Gift:	**Check Amount** $_____
What is the purpose of the gift:	**Total Amount** $_____
Condition: New ☐ Used ☐ **Model No.**	**Deposited To Account No.:**
Account No.	

Value (est.): $ If item/equipment gift is valued $500 or more, item must be tagged as a fixed asset; If gift is a grant over $5,000, it must be approved by the Board of Trustees.

Is this a result of a fundraiser? Yes ☐ No ☐   **If yes, enter approval no.**

Is letter required for donation tax purposes? Yes ☐ No ☐   If yes, please provide donor with a "Thank You" letter for their donation.

Gift purchased through District Purchasing? Yes ☐ No ☐   If yes, please attach a copy of the purchase order

Installation and Operation: (If answer to A is Yes, answer B, C, & D)

- a. Will gift require installation? Yes ☐ No ☐   b. Will donor pay installation cost? Yes ☐ No ☐
- c. What type of installation is required?
- d. Will there be operating costs? Yes ☐ No ☐

Computer Donation Minimum Standards*

Windows PC or Apple Computers

- Intel i3 or faster processor Yes ☐ No ☐	- Less than 3 years old, complete working order Yes ☐ No ☐
- 150 GB hard drive or larger Yes ☐ No ☐	- 8GB RAM Yes ☐ No ☐
- Gigabit Ethernet network card Yes ☐ No ☐	- CD/DVD drive Yes ☐ No ☐
- All system and driver software included Yes ☐ No ☐	- Windows 10 (PC) / OS 10.12.0 (Apple) or later Yes ☐ No ☐

Chromebooks (Acer Preferred)   **Monitors**

- Less than 3 years old, complete working order Yes ☐ No ☐	- Less than 3 years old, complete working order Yes ☐ No ☐
- 2 GB RAM or greater Yes ☐ No ☐	- Flat Screen Yes ☐ No ☐
- 16 GB flash storage or greater Yes ☐ No ☐	- 19" or larger screen Yes ☐ No ☐

- Google Management License Included Yes ☐ No ☐   If no, site must purchase license at cost of approximately $30.

*To ensure that schools can benefit from donated equipment, it is important for all school sites and donors to follow the district's minimum standards on computer donations. For additional information regarding minimum standards for printers, please see the Business Manual – Technology Section.

Software and Licensing: All software installed on donated computers must be legally licensed. If no license(s) is provided, the software must be removed from the computer before a donation will be accepted. If there is no license provided for the operating system the site receiving the donation will be charged for the purchase of software license and other resources required to meet district standards. Due to the amount of work required to re-configure donated computers for school use, only donations of ten (10) or more identical computers will be accepted.

Software Installed: _____   License included? ☐ Yes   ☐ No

Acceptance requested by: _____
<center>Authorized Signature of Site Administrator</center>

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RECOMMENDATION: ☐ Approve ☐ Disapprove	**Action By Board of Trustees:**
	Date: ☐ Disapproved ☐
By: **Date:**	Approved