



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFTS

As per Board Policy 3290 – Gifts, Grants & Bequests: All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee’s discretion, a gift may be used at a particular school.

CASH GIFTS: (Requires two signatures and must be sent to Fiscal Services daily.)

Note: Gifts of cash/check must indicate specific use of funds. Unless specifically indicated by the donating party, gifts shall be accepted and spent for the specific purpose in the school year they are received.

- I. School/Dept.: \_\_\_\_\_ Amount of Gift: \_\_\_\_\_ Date Received: \_\_\_\_\_
II. Donor Name: \_\_\_\_\_ Email: \_\_\_\_\_
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
III. Purpose (Do not write “donation/gift”. Indicate specific use of funds): \_\_\_\_\_
IV. Account to be credited: \_\_\_\_\_
V. Site Administrator receiving the cash/check: \_\_\_\_\_
VI. Administrator Verification: \_\_\_\_\_
Principal or Site Administrator

EQUIPMENT GIFTS: (Send to Purchasing.)

Note: Equipment, construction, and other gifts that require installation or construction must be reviewed by the Director of Planning, Technology Services and/or Maintenance and Operations prior to submission for Board of Education consideration.

- I. School/Dept.: \_\_\_\_\_ Date: \_\_\_\_\_
II. Donor Name: \_\_\_\_\_ Email: \_\_\_\_\_
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
III. Item(s) Donated: \_\_\_\_\_
IV. Anticipated Use for Gift: \_\_\_\_\_
V. Model No: \_\_\_\_\_ Condition: \_\_\_\_\_
VI. Does the gift require installation or other District cost? Yes [ ] No [ ]
VII. If YES, what is the approximate one-time cost? \_\_\_\_\_ Approx. annually-recurring costs? \_\_\_\_\_
VIII. Acceptance Requested by: \_\_\_\_\_ Date Submitted \_\_\_\_\_
IX. Reviewed by: \_\_\_\_\_ Date Reviewed \_\_\_\_\_
Director of Planning/Technology Services/Maintenance

BOARD ACTION FOR CASH AND/OR EQUIPMENT GIFTS (District Office Responsibility)

Date of Meeting: \_\_\_\_\_ Accepted: Yes [ ] No [ ]