

**Independent School District 625
Gift Acceptance Form**

If the donor requires specific financial reporting procedures to ensure that the gift is used for allowed expenditures, within a specific period of time or if unspent funds have to be returned, do not use this form. Contact the SPPS Office of Fund Development for acceptance of the gift.

Recipient: _____ **School Number:** _____
School/Program

Donor: _____
Name

Street Address

City State Zip

Gift is \$5,000 or greater.

Individual donations that are \$5,000 or greater must be accepted by the Board separately. Please submit a Board agenda item for this gift to your Area Superintendent. The Gift Acceptance form should still be completed and submitted to Business & Financial Affairs.

Non-monetary gift

Description of gift or attach list: _____

If the value of a gift item is \$1,000 or greater and fits the description of equipment as listed in the Business & Financial Affairs Procedure Manual, Property Control form PRP-1 must be submitted to Property Control.

Monetary gift in the amount of \$ _____

Check No. _____ (Attach check and any additional paperwork received from the donor including the check stub to the completed form and submit to Business & Financial Affairs.)

Monetary gift is to be deposited to the following budget code:

This gift is to be used for the purchase of _____

It is the donor's desire that any excess monies be expended at the Board's discretion, for items similar in nature and purpose.

As the Building Principal or Program Administrator I am submitting this gift acceptance form and gift (if in check form) to the Business & Financial Affairs Office in compliance with School Board Policy and sending a letter of appreciation to the donor.

I have reviewed the paperwork received from the donor. Reporting is not required and unspent funds do not need to be returned.

Building Principal/Program Administrator Date
Rev. February 2017