



**REQUEST TO ACCEPT GIFT**  
**(Please reproduce on yellow paper)**  
Board Policy 3290 – Adopted 5/07/09

PLEASE NOTE: This request must be approved by the Board of Education **PRIOR** to the acceptance of the gift.

INSTRUCTIONS: Please fill in **ALL** information requested and send 1 copy to Fiscal Services.

School/Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Donor (Name of Person/Organization donating the gift): \_\_\_\_\_

Donor's Address: \_\_\_\_\_

<b>GIFT DATA - PLEASE FILL IN ALL REQUESTED INFORMATION</b>					
<b><i>CASH GIFT RECEIVED</i></b>					
___ Exempted of Equity Fund Contribution					
Explanation: _____					
___ Subject to 15% of Equity Fund Contribution					
Account # 01 - 90121-0-00000-00000-8699-000-0000					\$ _____
Account #: 01- 90120-0-00000-00000-8699-____ -0000 ( Site )					\$ _____
<b><i>GIFT FUNDS TO BE USED AS FOLLOWS:</i></b>					
1. Account # 01- 90120 -0- _____ - _____ - _____ - _____ - _____					
Description:					
2. Account #01- 90120 -0- _____ - _____ - _____ - _____ - _____					
Description:					
3. Account #01- 90120 -0- _____ - _____ - _____ - _____ - _____					
Description:					
<b><i>NON-CASH GIFTS</i></b>					
Brief description of items donated:					
Where will item be used?					
Owners Estimate of Cash Value:	New	Used	Model #	Serial #	Make:
\$					

ACCEPTANCE REQUESTED BY: \_\_\_\_\_

Signature of Principal

Date Presented to Board of Education (Board Meeting Date): \_\_\_\_\_

**REVISED 01/11**

**EXAMPLE:**

If Edison Elementary receives a \$1,000 cash gift, which is subject to the Equity Fund contribution, and Edison wants to use the funds for general supplies & materials (object code #4310), it should be listed as follows:

<b>CASH GIFT RECEIVED (TOTAL AMOUNT)</b>	
<b>If Exempt, refer to Board Policy 3290</b>	
___ Exempted from Equity Fund Contribution	
___ <b>X</b> Subject to 15% Equity Fund Contribution <b>Equity Fund Resource 90121</b>	
Account #: 01-90121-0-00000-00000-8699-0000-0000	\$ 150
Account #: <u>01</u> - 90120-0-00000-00000-8699- <u>001</u> - 0000 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>
<b>GIFT FUNDS TO BE USED AS FOLLOWS: These figures must match exactly ↑</b>	
1. Account # 01-90120-0-11100-10000-4310-001-4010 [Fund - Resource - Year - Goal - Function - Object - Site - Manager]	\$ <u>850</u>

**Remember, please check that the Revenue and Expenditure amounts are equal.**