

GIFTS OF FUNDS, EQUIPMENT, SUPPLIES, AND/OR MATERIALS
Phoenix Union High School District

Please refer to Operational Procedure KCD-OP-1

A gift valued at more than \$300 is to be recommended for acceptance by the Governing Board. Governing Board approval must be obtained prior to funds being released or spent. In order to obtain Governing Board approval, the following information must be completed and approved by the Principal.

Incomplete information may delay the approval process and delay funding.

- List of item(s) with estimated value(s) (*NOTE: If equipment is donated, list description, serial number, & donor's estimated value of each item.*) (*For checks please list check number and amount*)

- Name, address and phone number of donor (*NOTE: if donor is an organization or business, please give name, address and phone number of the contact person*).

- Name and phone number of contact person on the campus where the equipment/supplies will be located.

- What is the purpose for which the funds/materials will be used (campus, department, class)?

- How were funds/materials solicited?

- What is the purpose/mission/goals of donor's organization/business?

Principal