

**GIFT/CAPITAL ASSET APPROVAL FORM**

Instructions:

Complete all sections except the "CENTRAL OFFICE USE ONLY" and submit to the Property Management Department.

The Property Management Department will forward this form to appropriate departments as necessary for further evaluation and notify you if acceptance has been granted for item(s) to be added as district property.

CAMPUS/DEPT \_\_\_\_\_ DATE \_\_\_\_\_

DONOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PURPOSE OF GIFT/PURCHASE \_\_\_\_\_

CHOOSE ONE:

\_\_\_\_\_ MERCHANDISE DONATION (please complete the box below with item information)

\_\_\_\_\_ MONETARY DONATION (deposited in a GIFT ACCOUNT set up by Budgetary Services)

NOTE: If the source of the monetary donation is school activity funds, the purchase must reflect the guidelines adopted by the Board (CMA & CFD)

Indicate Stipulations here, if any: \_\_\_\_\_

QTY	ITEM NAME/DESCRIPTION	NEW/USED	MODEL #	SERIAL #	UNIT COST	TOTAL AMOUNT

Donor agrees that this gift becomes the possession of the District for use and disposition as deemed most appropriate:

\_\_\_\_\_ Granted \_\_\_\_\_ Denied

Donating Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

Campus/Department Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All items to be purchased by the District MUST be processed by the Purchasing Department. Items to be bid will be held until like items are submitted for bid.**

**CENTRAL OFFICE USE ONLY-----NOT FOR CAMPUS/DEPARTMENT USE**

_____	___ Approved	___ Disapproved	Date: _____
_____	___ Approved	___ Disapproved	Date: _____
_____	___ Approved	___ Disapproved	Date: _____
Property Management Department:	___ Approved	___ Disapproved	Date: _____

Budgetary Services/ Budget Code Assigned: \_\_\_\_\_

Comments: \_\_\_\_\_