

Gifts and Contributions of Materials, Funds, and Services to MSD No. 25

[The]

Name

Address

City, State, Zip

hereby gives to the Marysville School District:

_____ a monetary grant in the amount of \$_____ (*check attached*)
(to be credited to account code #_____)

_____ equipment or property described below estimated in value at \$_____

This donation is intended for the specific purpose of:

It is understood by the contributing person or organization and the District that:

- a) The grant/donation will be used for its intended purpose as proposed by the contributor.
- b) Failure to use a financial grant for its intended purpose on or before: _____ (*Note: recommended a minimum 90 days following deposit of the contribution in the Finance Department*) will result in the funds being refunded to the contributor.
- c) Equipment or property obtained as a result of this contribution becomes the exclusive property of the School District. However, the School District agrees to maintain the above-described property at the described location for a period of not less than _____ years from the date of purchase or contribution.
- d) In return for ownership of property obtained by this contribution, the School District assumes complete responsibility and liability for maintenance, storage, care and utilization of the property.
- e) Procedures on the reverse of this form have been followed.

Hereby offered by:

Contributor/Officer Signature

Title

Date

Contributor/Officer Signature

Title

Date

Following consultation with:

Principal/Department Head Signature

Date:

____ Approved _____ Disapproved following Board consideration on _____

Superintendent (designee) Signature

Date

(Submit to Finance Department)

Gifts and Contributions of Materials, Funds, and Services to MSD No. 25 Procedure:

- Step One:** Contributor complete Form Fin.F-014 (reverse), include signature(s) of contributors. Submit form to building Principal or Department Head. In some circumstances, contributor(s) may need to consult with building Principal, Department Head, or Superintendent (or designee) to discuss. If fundraising is planned, this should occur first.
- Step Two:** The Principal will confer, *if necessary*, with the appropriate central office administrator(s) associated with the specifics of the proposed plan, for example:
 - ✓ Facilities/Maintenance (i.e., playground equipment)
 - ✓ Technology (i.e., computers)
 - ✓ Instructional Programs (i.e., field trips)
- Step Three:** Principal or Department Head will respond to persons wishing to make the donation by signing the form and sending a copy back to the contributor (for donations over \$100.00).
- Step Four:** The Principal or Department Head submits form to the Finance Department for placement on the board meeting agenda. Due to audit requirements, the school or Finance Department will deposit monetary donations immediately. If the Board does not approve the donation, the donor will be reimbursed.
- Step Five:** Contribution information is presented to the Board for consideration at the next regular session board meeting. Signed form indicating approval or decline is returned to the Finance Department.
- Step Six:** If approved, the donor makes arrangements with the accountable administrator for delivery of equipment or property to the designated school site.
- Step Seven:** Principal (Superintendent of Schools in the case of district-wide contributions) maintains responsibility for ensuring expenditure of funds in accordance with the donation agreement and will monitor the project to ensure it is completed in a timely fashion, keeping the local contributor, PTA/PTSA, or other organization apprised of the progress of the project.

Reference: Marysville School District Policy 6114