



Gift/Donation/Bequest Form

NOTE: ALL FORMS MUST BE FORWARDED TO THE PUBLIC RELATIONS OFFICE FOR REVIEW BEFORE ROUTING TO THE SUPERINTENDENT AND/OR BOARD FOR APPROVAL PRIOR TO DEPOSIT/USE OF DONATION. In accordance with Board Policy CDC (Regulation), the Superintendent will examine and evaluate offers or gifts to the District and may recommend acceptance to the Board when the gift, donation, or bequest:

1. Has a purpose consistent with District purposes;
2. Places no restrictions on the school program(s);
3. Does not require the endorsement of a business product;
4. Does not conflict with policies or actions of the Board or public law; and
5. Does not require extensive District maintenance as determined by the Superintendent.

Donor Information

Donor/Granter/Company Name: _____
 Phone: _____ Address: _____ City: _____ State: _____ Zip code: _____
 Donor Details Donation Type: Cash__ Check__ Gift Card__ Property__ Service__
 Description: _____ Amount/Value: _____
 Donation Purpose/Special Instructions: _____

Receiving Campus/Dept.

Received By: _____ Phone: _____ Date Received: _____
 Dept/Campus: _____ E-mail: _____ Intended Account Number _____ - _____

Admin/Central Office

Reviewed by: _____ Signature _____ Date Reviewed: _____
 Reviewed by: _____ Signature _____ Date Reviewed: _____
 Donation Acceptance Donation Accepted: Yes ___ No ___

Notes: _____

Donation Approval- \$5,000 or Less

Superintendent Name: Juan I. Martinez
 Signature: _____ Date: _____

Donation Approval- In Excess of \$5,000

Board Meeting Date: _____ Attach a copy of the Board Minutes to the form.

Revised Date: 12/01/2024