

REQUEST FOR ACCEPTANCE OF GIFTS AND DONATIONS BY PARADISE VALLEY GOVERNING BOARD

Instructions: Please *PRINT* all sections other than signatures

Complete all areas in Section A (& Sections B – D as applicable)

Submit all copies to Finance Department; follow instructions on Section B if submitting cash and/or checks

A. DONOR INFORMATION

Donor(s) Name: _____

Name of Organization or Business (if applicable): _____

Signature: _____ Date: _____ Contact Phone #: _____

Address: _____
Street City State Zip Code

School/Department and Unit Number: _____

Principal's or Administrator Signature: _____ Date: _____

B. CASH/CHECK DONATIONS (for food, attach letter from donor)

1. Amount being donated: \$ _____ JL: (Required) _____

2. Donated to: (library, a department, gifted, nurse, office, grade level, etc.) _____

3. To be used for: (as per donor) _____ (include copies of all backup from donor)

4. Send Miscellaneous Receipts Deposit Summary Form, copy of checks and a copy of deposit slip

C. NON-CASH

1. Description of item being donated: _____
Estimated Value: \$ _____

Donated to: (library, a department, gifted, nurse, office, grade level, etc.) _____

To be used for: (as per donor) _____ (include copies of all backup from donor)

PC# assigned: (>\$1,000) _____ Serial # of Equipment: _____ Room#/Location: _____

2. Description of item being donated: _____
Estimated Value: \$ _____

Donated to: (library, a department, gifted, nurse, office, grade level, etc.) _____

To be used for: (as per donor) _____ (include copies of all backup from donor)

PC# assigned: (>\$1,000) _____ Serial # of Equipment: _____ Room#/Location: _____

D. VEHICLE DONATIONS:

School sites are not allowed to accept any vehicles that are required to be registered with the Maricopa County Motor Vehicle Department (for example: tractor, car, golf cart, trailer, etc.). Transportation is the only department allowed to accept vehicle donations on behalf of the District. If you have any questions, please contact the Transportation Department (602-449-2251).