

PROPOSED GIFT TO INDIVIDUAL SCHOOLS OR DISTRICT

Gifts to individual schools which meet the following criteria may be considered for approval. A full description of the proposed gift and a statement of its educational benefits shall be submitted on this form prior to consideration for acceptance of any gift to an individual school or to the Greenville Public School District.

Criteria: A gift to be acceptable shall:

1. *Become the property of the Greenville Public School District*
2. *Be compatible with the District's goals, vision and mission.*
3. *Not create an imbalance in educational programming for the school level involved.*
4. *Not incur a district responsibility to replace when lost, stolen or outmoded*
5. *Be paid for in full by the donor with no outstanding balance.*
6. *Be a new item; however, under certain circumstances, consideration may be given to the acceptance of a used item.*

Description: Give a brief description of the proposed/donated gift

(Note: If any item requires an inventory tag, you must include the brand name, serial number and model number.)

Use of the Gift: List the educational benefits expected from the use of the gift.

Recommendation: It is recommend that approval be granted to _____ Site/School to accept the described gift.

Name of Donor

Address of Donor

Signature of Principal/Administrator

Date of Recommendation

APPROVED _____

DONATION

BOARD APPROVAL DATE

DENIED _____

Submit all forms to Business Manager