

# New Haven Unified School District

## Request for Board Acceptance

### Gift or Donation

Date: \_\_\_\_\_

Donated to: \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Donor's Address: \_\_\_\_\_  
 \_\_\_\_\_

#### Description of Donation

<i>Section A (Equipment, Material or Supplies)</i>			
Item Description	New/Used	Model# / Serial#	Est. Value

<i>Section B (Monetary Donation)</i>		
Donation Amount	Purpose for Which Given	Budget Object Code

Signature: \_\_\_\_\_  
 Principal or Department Head

Approved: \_\_\_\_\_  
 Supervisor or Director

Safety Check Completed/Approved: \_\_\_\_\_  
Director/Maintenance Date

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