

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

GIFT ACCEPTANCE FORM

All gifts to the District must be officially accepted by the Board of Trustees inasmuch as their acceptance may involve an expenditure of District funds for installation, use and/or maintenance. This form must be completed and submitted to Business Services for review prior to submission to the Board of Trustees. Present this form to Business Services, signed by the principal and donor, or donor's official representative. The Board is happy to accept the gift, and it will be used for the benefit of the students and the educational program.

SCHOOL RECEIVING GIFT: _____ DONOR: _____

DONOR'S ADDRESS: _____

DESCRIPTION OF GIFT/CASH DONATION: (Include name and address of manufacturer and vendor; age and condition of item, if not new, and approximate present value.)

ESTIMATED INSTALLATION COST: (Note special wiring required, transportation, etc.)

INVENTORY INFORMATION: (Include quantity, brand name, model and serial numbers.)

ESTIMATED COST OF ANNUAL UPKEEP: (Electricity, special supplies, accessories, etc.)

INTENDED USE: _____

APPROVED/DISAPPROVED: _____

Signature Donor Representative

Principal/Dept. Head

Company Name

Secretary, Board of Trustees

Donor Address

