

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
DONATIONS OF FIXED ASSET FORM**

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Date

CASH AMOUNT \$ \_\_\_\_\_

CONSUMABLE SUPPLIES/SERVICES (Principal discretion for acceptance; must be consumable, have no maintenance implications, and no safety standard requirements.)

Supplies Value or Cost: \$ \_\_\_\_\_

EQUIPMENT NOT PERMANENTLY ATTACHABLE TO BUILDINGS OR GROUNDS (“Fixed Asset Donations”) form must be submitted and equipment must have prior approval from the Business Office. All computer equipment and peripherals require the prior approval from Technology. It is the responsibility of the Business Office to determine if the equipment meets district standards.

Equipment Value or Cost: \$ \_\_\_\_\_

CONSTRUCTION, GROUND IMPROVEMENTS, MAINTENANCE/EQUIPMENT PROJECTS such as playground equipment or marquee must have prior approval from the Maintenance & Operations and the Business Office before donations are accepted.

Total value or cost \$ \_\_\_\_\_ (including labor & material)

Description and purpose of donation: \_\_\_\_\_

Donated by: \_\_\_\_\_  
Name Mailing Address

Principal/Administrator Approval: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Approval by Maintenance & Operations Date

\_\_\_\_\_  
Approval by Business Office Date

NOTICE OF DENIAL: The proposed materials, equipment or services listed above have been denied due to:

\_\_\_\_\_  
Signature Date