



Gift/Donation Form for Items Valued More Than \$5,000

Date: _____ Name of School/Department: _____

Item(s) Donated: _____

Estimated Fair Market Value: _____

Intended Use for Items (please attach additional documentation if necessary): _____

Plans for Replacement of Items/Avoidance of Additional District Resources to Maintain Items (please attach additional documentation if necessary): _____

I accept this donation based on the following criteria:

- Has a purpose consistent with the goals and objectives of the district
- Is offered by a donor acceptable to the Board of Education
- Not add to staff workload if that work is beyond the normal expected job duties
- Not begin a program that the superintendent is unwilling to take over when the gift or donation is gone
- Not bring undesirable or hidden costs to the district
- Be instructionally appropriate
- Not create conflict with any provision of federal or state statute or regulation or with Board of Education policy

Signature of Teacher/Employee

Printed Name of Teacher/Employee

Signature of Principal/Department Director

Printed Name of Principal/Department Director

Signature of Appropriate Cabinet Team Member

Printed Name of Appropriate Cabinet Team Member

The appropriate signatures below are needed if the gift or donation requires additional resources from the district:

Signature of Chief Financial Officer

Reviewed

Approved

Signature of Chief Operations Officer

Reviewed

Approved

Signature of Director of Risk Management

Reviewed

Approved

Approved by:

Approved by the APS Board of Education on:

Superintendent
APS

President
APS Board of Education

Secretary
APS Board of Education