

APPLICATION FOR ACCEPTANCE OF DONATION

1. Description, age and condition of personal property or equipment. Also, describe the District’s need for for it and the educational merit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Initial and continuing cost, including a good faith estimate as to the future maintenance expense to the District associated with the personal property or equipment:

\_\_\_\_\_  
\_\_\_\_\_

3. Are there any liens, encumbrances or security interests encumbering the personal property or equipment? \_\_\_\_\_ If yes, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

4. Any restrictions regarding the use or disposal of the personal property or equipment? \_\_\_\_\_ If yes, please explain in detail:

\_\_\_\_\_  
\_\_\_\_\_

5. If the donation requires the construction, installation or repair of equipment or structures or school district land, attach detailed plans and specifications for the construction, installation or repair of the structure prepared by a licensed engineer or architect and a time table for the project.

6. If the donation requires the construction, installation or repair of donated property, submit a plot or site drawing which specifically identifies the location of the equipment or structure with respect to school district property.

7. If the donation requires the construction, installation or repair of donated property, submit written evidence that the owner currently has cash on hand to pay for the donated property construction, installation or repair equal to 110% of the contract cost of such construction, installation or repair.

Please submit this application to the affected building principal and the buildings and grounds director.

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

Signed Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Print Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Print Name of Agent: \_\_\_\_\_

DONATION PROJECT: \_\_\_\_\_

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY:

Building Principal \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: (if any)

Building & Grounds Director \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: (if any)

Technology Director (If Included) \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: (if any)

RECOMMENDED TO THE BOARD BY:

Superintendent \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: (if any)

APPROVED BY THE BOARD:

Board President \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: (if any)