

APPLICATION FOR ACCEPTANCE OF DONATION

1. Description, age and condition of personal property or equipment. Also, describe the District's need 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)