



## GIFTS OF MATERIALS OR EQUIPMENT TO EVERETT PUBLIC SCHOOLS

### DONOR INFORMATION

Name of Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email (optional): \_\_\_\_\_

### GIFT INFORMATION

The Donor hereby gives the Everett Public Schools (and/or) \_\_\_\_\_  
School/Department

\_\_\_\_\_ the following supplies or equipment:

Description: \_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

Estimated value of Supplies or Equipment: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

### APPROVAL(S)

Principal/Administrator/Supervisor: \_\_\_\_\_  
Date

District Administration: \_\_\_\_\_  
(Required for all donations \$2,500 or greater) Date

*Any gifts to the District or to an individual school or department of money, or equipment **having a value of \$5,000 or greater shall be subject to Board approval and Superintendent authorization.** All gifts shall become District property. ([District Policy 6114](#))*

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

Adopted: June 1, 1998  
Revised: November 16, 1998  
Revised: October 19, 2007

Renumbered: April 2013  
Updated: September 2023  
Updated: October 2023