



## GIFTS OF MATERIALS OR EQUIPMENT TO EVERETT PUBLIC SCHOOLS

### DONOR INFORMATION

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

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

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

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

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

E-mail (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/Program Manager: \_\_\_\_\_

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. All gifts shall become District property.

([District Policy 6114](#))

Adopted: June 1, 1998  
Revised: November 16, 1998  
Revised: October 19, 2007  
Renumbered: April 2013