



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