

**PTA GRANT AGREEMENT****PTA DONOR INFORMATION**

PTA Name: \_\_\_\_\_

Recipient School: \_\_\_\_\_

PTA Officer: \_\_\_\_\_ Position: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**GIFT INFORMATION – SUPPLIES OR EQUIPMENT**

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

\_\_\_\_\_

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

\_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_

**GIFT INFORMATION – MONETARY GRANT**

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

\_\_\_\_\_

Amount of Monetary Gift: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_

\_\_\_\_\_ Dollars

**AGREEMENT**

It is agreed that the Grant Funds will be spent for the stated purpose before: \_\_\_\_\_.

Upon request, the district will provide a complete accounting of the expenditure of the Grant Funds to the PTA. Unused or unexpended funds may be refunded to the PTA upon written request. The school district agrees to maintain the above described property at the indicated school of origin for the useful life of the equipment.

**APPROVAL(S)**

PTA Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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

District Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Required for all donations \$2,500 or greater

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