

NOVATO UNIFIED SCHOOL DISTRICT

**DONATION / GIFT FORM**

**ALL DONATIONS OVER \$100 IN VALUE REQUIRE BOARD APPROVAL**

A. CHECK ONE:                       ITEM DONATION                       FINANCIAL GIFT

B. PERSON MAKING DONATION / GIVING GIFT:

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

C. SCHOOL / DEPARTMENT RECEIVING DONATION / GIFT:

D. DESCRIPTION OF DONATION/GIFT (include model/serial number if applicable):

VALUE

<input type="checkbox"/> NEW <input type="checkbox"/> USED	\$
<input type="checkbox"/> NEW <input type="checkbox"/> USED	\$
<input type="checkbox"/> NEW <input type="checkbox"/> USED	\$
<input type="checkbox"/> NEW <input type="checkbox"/> USED	\$

E. PLEASE SPECIFY WHAT THE FINANCIAL GIFT IS TO BE USED FOR:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you,

\_\_\_\_\_  
Principal / Administrator

\_\_\_\_\_  
School / Site

\_\_\_\_\_  
Date

	Board approval required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Received by Business:	Approved by Board?	