

SUPERINTENDENT APPROVAL PROCESS

Superintendent or designee approval is required for acceptance of gift/donation.

Please type your request. You will be notified of approval/denial of request.

The electronic version of this form in EmployeeNet should be used.

Date: _____

Name: _____

Title: _____

School: _____

Phone number: _____

Gift: _____

Donor of gift: _____

Cost/value of gift: _____

Purpose of gift: _____

Technology support/maintenance required for gift: _____

Acceptance of gift beneficial to District/students/teachers: _____

Principal approved gift: _____

Additional information: _____

Adopted: 5/15/14

Reviewed: 5/15/14, 11/5/15, 7/8/20, 1/5/23