

GIFTS & DONATIONS

When gifts and donations are received, supervisors are to report them to the superintendent on a gifts & donations form or by email notification. The superintendent will place the item(s) on the board agenda for approval and provide the treasurer with a copy of the donation form or email. The information to include is as follows:

1. Donated Item(s)
2. Value (District is required to record the donation at its fair market value.)
3. Donor Name
4. Requested use for funds, if any