

SAN DIEGO CITY SCHOOLS

REQUEST FOR ACCEPTANCE OF GIFT

INSTRUCTIONS: Send one copy to Materiel and Procurement Services Department.

I. SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

II. DONOR A. Name \_\_\_\_\_

B. Address \_\_\_\_\_

III. GIFT A. General description \_\_\_\_\_

B. Make \_\_\_\_\_ Model \_\_\_\_\_ Serial No. \_\_\_\_\_

C. Condition: New \_\_\_\_\_ Used \_\_\_\_\_

D. Fair market value (Est.) \$ \_\_\_\_\_

E. Purpose of Gift \_\_\_\_\_

F. Has/will gift been/be purchased through SDUSD Procurement Services Unit
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please reference requisition/P.O.number \_\_\_\_\_

IV. INSTALLATION AND OPERATION (If answer to A is Yes, answer B, C, and D)

A. Will gift require installation? Yes \_\_\_\_\_ No \_\_\_\_\_

B. What type of installation is required? \_\_\_\_\_

C. Will donor pay installation cost? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Will there be operating costs? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type? \_\_\_\_\_

V. ACCEPTANCE REQUEST BY:

\_\_\_\_\_  
(Signature of Principal/Site Administrator)

MATERIEL AND PROCUREMENT SERVICES DEPARTMENT

Approve—including maintenance

Disapproved

Approve—NOT including maintenance or replacement

Reason(s) \_\_\_\_\_

Non-standard equipment

Standard/above allocation

Used equipment

Supply item/not equipment

By: \_\_\_\_\_

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