

**El Monte Union High School District**  
**Donation of Gifts Form**

Gift offers require school and District Administrative approval as well as Board of Education approval prior to acceptance and use. Specific procedures regarding processing gift offers and securing both approvals are listed on the gift offer forms (see below for downloading).

As appropriate, please verify with the Purchasing Department or FMOT Department that the donation will not be ongoing expense to the District (for its maintenance and/or service) and that it is not toxic in nature. Also, please do not accept nor authorize any gift to be installed prior to District/Governing Board approval.

Donated computer equipment can be a major benefit to the District educational programs. The donor, not the District, will assign a dollar value to the gift. Equipment must be in working order. It should also be compatible with, and of potential benefit to, either the instructional program or the District's administrative offices. The Technology Department will determine whether or not the equipment is acceptable. Therefore, donations of computer equipment must be sent to Technology Department for approval prior to acceptance as a gift to the District.

Please return fully completed form to the Business Office ten days prior to each Governing Board Meeting for processing, approval, and acknowledgement. Incomplete forms will be returned to the originating school department.

Please list cash/check donations:

Check Number (if applicable)	Dollar Amount \$	Donated to School/Department	Account Number	Funds to be used for:

Please list non-cash donations:

Quantity	Item Description	Estimated Value \$	Donated to School/Department

Donated by: Name of Individual/Organization \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Street Address* *City* *State* *Zip Code* *Email address*

If the donation includes special equipment such as music or computer equipment, have the department director initial here: \_\_\_\_\_

All of the information has been reviewed and approved by school site Principal of District Office Administrator:

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