Checklist for Donations, Gifts, Grants, and Bequests

School/Department: _____

Type:

____Donation   ____ Gift   ____ Grant   ____ Bequest

Form:

____ Money   ____ Goods/Services (Describe): _____

_____

Donor/Grantee: _____

Pre-Application Required? _____   Value: $_____.____
(If value is $10,000 or more, requires   *(If value exceeds $50, must be accepted*
Board approval prior to submission)   *by the Board prior to use or consumption)*

Criteria Checklist:

Criteria	*Yes	No	Comment
Is the purpose inconsistent with the district's vision and philosophy?			
Does it require starting a new program?			
Does it entail undesirable or excessive costs or require a district match?			
Do the funds/items come with restrictions or conditions?			
If books or instructional materials, do they violate district standards? (Check with District Library Media Tech)			
If equipment, are they below district minimum standards? (Check with appropriate department)			
Does acceptance possibly imply endorsement of a specific business or product?			

Requires further review by Business Services. Contact Evonn Avila for instructions.

Prepared By:_____ Date:_____

Reviewed/Approved By:_____ Date:_____

SANTEE SCHOOL DISTRICT
Revised: November 1, 2011   Santee, California