# WEST ISLIP UFSD

## FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: _____

DONOR ADDRESS: _____

DONATION: ☐ Cash or Check ☐ Goods ☐ Service

Please provide a listing of the item(s) to be donated and the related value.

_____

_____

_____

Select the fund and provide the budget code(s) of where the donation should be recorded.

☐ General Fund ☐ Extracurricular Fund ☐ Trust & Agency Budget Code _____

Anticipated Date of Delivery to the School _____

Any related installation costs? ☐ Yes ☐ No Estimated Annual Cost _____

*If "Yes" please attach approval from Assistant Superintendent for Business.*

Any expected maintenance costs? ☐ Yes ☐ No Estimated Annual Cost _____

Purpose of the donation? _____

Which building/department will benefit from the donation? _____

Principal's/Administrator's Signature & Date _____

*To be completed by the Business Office:*

Board of Education Approval Date _____

Budget Adjustment Recorded _____

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

*Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.*