

NOTIFICATION OF ACCEPTANCE OF A GIFT WITH A VALUE IN EXCESS OF \$50.00

Upon receipt of a gift or gift(s) with a dollar value (per gift) in excess of \$50.00, complete this form and send it to the Superintendent's Office, Educational Services Facility.

I _____ [Name—Please Print] hereby notify the Superintendent of the receipt of a gift. This notification is in compliance with policies and procedures 1210, 1214, 3210, 3214, 4210 and 4214.

(1) Specific person(s) or organization from whom the gift was received

(2) Description of the gift(s):

(3) Purpose, occasion, event or reason for the gift(s):

(4) Approximate dollar value of the gift (s): \$ _____

Signature of Employee _____ Date _____

Location (school or worksite): _____

_____ Approved ____ Disapproved ____

(Signature of Superintendent or Designee)