

## GIFTS & DONATIONS TO THE DISTRICT

PLEASE NOTE: Prior to taking physical delivery of the donation, ALL donations must be approved by FUSD Governing Board

ACCEPTED VEHICLE DONATIONS MUST INCLUDE CLEAR TITLE  
ACCEPTED VEHICLES MUST BE RE-TITLED IN THE NAME OF FUSD #1.. COST PAID BY ACCEPTING SCHOOL  
ALL VEHICLE TITLES MUST BE PLACED ON FILE IN FINANCE DIRECTOR'S OFFICE (ADMINISTRATIVE CENTER)

*	Required information	
*		
*	<hr/> <b>Name of Donor</b>	<hr/> <b>Phone Number</b>
*	<hr/> <b>Street Address</b>	
*	<hr/> <b>City, State &amp; Zip Code</b>	
*	<hr/> <b>DONOR: Specify the school, department or educational program for which this donation is intended</b>	
*	<hr/> <b>Description of Donation</b>	
*	<hr/> <b>Condition</b> (New, Very Good, Good, Fair, Poor)	
*	<hr/> <b>Restrictions (if any)</b>	
*	<hr/> <b>Serial Number/s</b>	<div style="text-align: center;">* <hr/><b>VALUE</b> NEW: enter actual cost (provide receipts) USED: <u>current</u> market or <u>current</u> resale value VEHICLES: Value to be based upon Kelly Blue Book Guidelines</div>
*	<hr/> <b>Building Administrator Signature</b> (accepting the donation & pending Board approval)	<div style="text-align: center;">* <hr/><b>Date</b></div>
*	<hr/> <b>Building Location: Where will the donated item be placed or used</b>	

### FLAGSTAFF UNIFIED SCHOOL DISTRICT, GOVERNING BOARD

On this date, \_\_\_\_\_ ☐ Approved ☐ Denied

This request for gift/ donation to FUSD

**For FUSD Property Control only:**

**Inventory tag # assigned to Donated item/s:**