

**FALLBROOK UNION HIGH SCHOOL DISTRICT
Request for Acceptance of Gift of Property**

PART1

Date: _____

TO: **Brenda Mefford, Chief Business Officer**

FROM: _____ (Name and Title)

We have received a request to accept a gift of property with the following particulars:

Donor: _____

Address: _____

Item Description _____

If equipment, complete the following:

Make & Model # _____

Date of Purchase _____

Area of Use _____

EVALUATION CRITERIA	Yes(Y) No (N)
Purpose consistent with those of FUHSD	
Adversely adds to staff load	
Creates or continues a program that will extend beyond available funding	
Places restrictions on the school program	
Inappropriate or harmful to the best education of students	
Recommend acceptance	

New (N) or Used (U) _____

Current Value _____

Warranty (Y) / (N) _____

Condition (excellent, good, fair) _____

Our recommendation and justification for acceptance (e.g., supports specific course of study, existing curriculum, programs):

Signature of Evaluator _____

PART2

TO: Accounting Maintenance/Operations Computer Services

Date: _____

FROM: **Chief Business Officer**

Please evaluate the proposed gift(s) for acceptance by the Board of Trustees and indicate in the space provided your recommendation according to the following criteria:

1. Is this gift offered by a donor acceptable to the Board of Trustees and within its policy (Accounting)? yes no n/a
2. Would the acceptance of this gift bring undesirable or hidden costs to the district (Accounting)? yes no n/a
3. Would the acceptance of this gift be in conflict with any provision of the school code or public law (Accounting)? yes no n/a
4. Does this gift impose a maintenance burden on the district (M/O)? yes no n/a
5. Is the gift compatible with the technology plan of the district (Computer Services)? yes no n/a
6. Does this gift impose a maintenance burden on computer services (Computer Services)? yes no n/a

RECOMMENDATIONS:

Accounting: Accept Decline Signature: _____

Maintenance/Operations: Accept Decline Signature: _____

Computer Services: Accept Decline Signature: _____

PART3

TO: **Superintendent**

Date: _____

FROM: **Chief Business Officer**

We have received the gift(s) listed above, which has been evaluated by the appropriate departments as indicated and will be presented to the Board with a recommendation for acceptance.

Chief Business Officer signature: _____ Date: _____

DATE SUBMITTED TO THE BOARD: _____