

Clark County School District REPORT OF GIFTS

INSTRUCTIONS:

Gift Valued at \$1,000 or More

Upon receipt of any gift valued at \$1,000 or more, the Principal or Department Head will submit the original of the REPORT OF GIFTS form along with the appropriate attachments to the supervising Division Head for signature before forwarding to the Accounting Department. Retain the second copy at the school or department, and distribute the third copy to the donor.

If the gift is a check deposited to the school account, attach copies of the check and deposit slip.

If the gift is a check deposited with the School District, attach copies of the check and the CCF-375, Report of Transmittal of Monies for Deposit. **DO NOT SEND THE CHECK WITH THIS FORM.**

At the option of the Principal or Department Head, gifts may be deposited through the Clark County Public Education Foundation. Please contact the Foundation office for assistance.

If the gift is instructional material or equipment, give complete description on the REPORT OF GIFTS form including manufacturer, and model and serial numbers, if applicable. If the gift is a vehicle, the original title is required. Please note that vehicles older than 10 years will not be accepted.

School or Department _____ Date _____

Donor _____

Address of Donor _____ Zip Code _____

COMPLETE ONE OF THE FOLLOWING SECTIONS:

1. Amount of Cash Gift \$ _____ (Attach verification of deposit of funds)

2. Description of Instructional Materials _____

Value Established by Donor \$ _____

3. *Description of Equipment Item: _____ Name of Item _____

INCLUDE MANUFACTURER'S NAME

Model No. _____ Serial No. _____

Value Established by Donor \$ _____ *Original title required for vehicle

Specific Purpose of Gift _____

SIGNATURE OF PRINCIPAL OR DEPARTMENT HEAD

SIGNATURE OF DONOR

SIGNATURE OF SUPERVISING DIVISION HEAD

The Purchasing Department has evaluated this gift in accordance with District requirements of safety and quality. (Board Policy and Administrative Regulation 3241.)

ACCEPTABLE NOT ACCEPTABLE

SIGNATURE OF ASSISTANT DIRECTOR, PURCHASING DEPARTMENT

Distribution: 1. Supervising Division Head, then Accounting Department.
2. School
3. Donor