

Clark County School District
REPORT OF GIFTS

CCF - 273
Rev. 01/18

INSTRUCTIONS:

Gift Valued at \$1000 or More

Upon receipt of any gift valued at \$1000 or more, the Principal or Department Head will submit the original of the REPORT OF GIFTS form along with the appropriate attachments to the Accounting Department. Retain the second copy at the school or department, and distribute the third copy to the donor (Regulation 3241).

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. **The original title is required with all vehicle donations.** Please note that vehicles older than 10 years will not be accepted.

Name of Donor _____ Date _____

Signature of Donor _____

Donor Mailing Address _____ Zip Code _____

Donor Email Address _____

Specific Purpose of Gift _____

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

Name of School or CCSD Department _____

_____ PRINT NAME OF PRINCIPAL OR DEPARTMENT HEAD _____ SIGNATURE OF PRINCIPAL OR DEPARTMENT 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. Accounting Department
2. School
3. Donor