

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 Policy 1210, Policy 1214, Policy 3210, Policy 3214, Policy 4210, and Policy 4214; and AP 1210, AP 1214, AP 3210, AP 3214, AP 4210, and AP 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): \_\_\_\_\_

\_\_\_\_\_  
(Signature of Superintendent or designee)      Approved \_\_\_\_      Disapproved \_\_\_\_