

PROPOSED GIFT TO INDIVIDUAL SCHOOLS OR DISTRICT

Gifts to individual schools which meet the following criteria may be considered for approval. A full description of the proposed gift and a statement of its educational benefits shall be submitted on this form prior to consideration for acceptance of any gift to an individual school or to the Biloxi Public School District.

Criteria: A gift to be acceptable shall:

1. *Become the property of the Board of Trustees of the Biloxi Public School District.*
2. *Be compatible with the District's goals, objectives and standards.*
3. *Not create an imbalance in educational programming for the school level involved.*
4. *Not incur a district responsibility to replace when lost, stolen or outmoded unless the loss of the item results in imbalances regarding that item when compared to the District standard for the school level involved.*
5. *Be paid for in full by the donor with no outstanding liens.*
6. *Be purchased, if applicable or feasible, by the District's purchasing office with funds for the purchase and installation provided in advance of the purchase by the donor.*
7. *Be a new item; however, under certain circumstances, consideration may be given to the acceptance of a used item.*

Description: Give a description of the proposed gift with an estimate of the fair market value.

(Note: If any item requires an inventory tag, you must include the brand name, serial number and model number.)

Use of the Gift: List the educational benefits expected from the use of the gift.

Recommendation: It is recommend that approval be granted to _____
School to accept the described gift.

Name of Donor

Address of Donor

Signature of Principal

Date of Recommendation

DONATION

APPROVED _____

BOARD APPROVAL DATE

DENIED _____

Office Machine Repair (For Fixed Asset Items)

Submit all forms to the Director of Business