

**SUPERINTENDENT APPROVAL PROCESS**

Superintendent or designee approval is required for acceptance of gift/donation.

Please type your request. You will be notified of approval/denial of request.

The electronic version of this form in EmployeeNet should be used.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Phone number: \_\_\_\_\_

Gift: \_\_\_\_\_

Donor of gift: \_\_\_\_\_

Cost/value of gift: \_\_\_\_\_

Purpose of gift: \_\_\_\_\_

Technology support/maintenance required for gift: \_\_\_\_\_

Acceptance of gift beneficial to District/students/teachers: \_\_\_\_\_

Principal approved gift: \_\_\_\_\_

Additional information: \_\_\_\_\_

Adopted: 5/15/14

Reviewed: 5/15/14, 11/5/15, 7/8/20, 1/5/23