

**CENTRAL UNIFIED SCHOOL DISTRICT
GIFT PROPOSAL FORM**

SCHOOL OR DEPARTMENT: Saroyan **DATE** 9/27/17
DONOR: Walmart
ADDRESS: 702 S.W. 8th st Bentonville AR 72716
(include City, State & Zip Code)

SECTION A: (To be completed by School/Dept.) **MONETARY VALUE OF GIFT:**

DESCRIPTION OF GIFT: (Include Make, Model and Serial Number)	Purchase Price: <u>\$500.00</u>
<u>Donation to ASB for camp</u>	Freight: _____
_____	Tax: _____
_____	Installation: _____
_____	Total Cost:

Intended Use:

Where will it be located/used? _____

Please complete the following:

	YES	NO
1. Is the gift already an approved item of equipment?	_____	_____ x
2. Will the gift be delivered by the donor?	_____	_____ x
3. Does the gift require building or ground space?	_____	_____ x
4. Does the gift require installation?	_____	_____ x
5. Will the gift eventually need to be replaced at School District expense?	_____	_____ x
6. Is the gift donated for advertising purposes?	_____	_____ x
7. If the gift is to be purchased, do you want it to be purchased by the School District for the donor?	_____	_____
If so, Requisition # _____ is attached.	_____	_____ x
8. Are District funds required for the purchase and/or installation of the gift?	_____	_____ x
9. Will the district be expected to maintain/replace donation should failure occur?	_____	_____ x

Patricia McCurley
Print Name of Principal or Department Head Signature of Principal or Department Head

SECTION B: (To be completed by District Office)

Purchasing Director, Operational Services

	YES	NO
1. What is the estimated cost of installation? _____	_____	_____
2. Does the gift item require Division of State Architecture approval?	_____	_____
3. Will additional labor or equipment be required for maintenance and operation?	_____	_____
4. What is the total estimated value of this gift? _____	_____	_____

Remarks: _____

- Requires Public Works Bid
- Subject to Design Review and Approval
- Approved Disapproved Date _____
- Approved Disapproved Date _____
- Approved Disapproved Date 9/29/17
- Approved Disapproved Date _____

 Purchasing

 Director, Operational Services

 Asst. Superintendent/Chief Business Officer

 Board of Education