

8/20/08

SCHOOL OR DEPARTMENT: Saroyan Elementary **DATE** 9/4/18

DONOR: PG&E

ADDRESS: 6111 W. Piano Parkway Ste 1000YC, Plano, TX 75093
(include City, State & Zip Code)

MONETARY VALUE OF GIFT:

Total Cost:	\$2,467.98
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Where will it be located/used?

Please complete the following:

YES

NO

1. Is the gift already an approved item of equipment? _____
2. Will the gift be delivered by the donor? _____
3. Does the gift require building or ground space? _____
4. Does the gift require installation? _____
5. Will the gift eventually need to be replaced at School District expense? _____
6. Is the gift donated for advertising purposes? _____
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.

8. Are District funds required for the purchase and/or installation of the gift?

9. Will the district be expected to maintain/replace donation should failure occur?

Patricia McCurley

Print Name of Principal or Department Head

Patricia McCurley

Signature of Principal or Department Head

SECTION B: (To be completed by District Office)☐ Purchasing ☐ Director, Operational Services

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? _____

YES

NO

Remarks:

☐ Requires Public Works Bid

☐ Subject to Design Review and Approval

☐ Approved ☐ Disapproved Date☐ Approved ☐ Disapproved Date☒ Approved ☐ Disapproved Date☐ Approved ☐ Disapproved Date

Purchasing

Director, Operational Services

Asst. Superintendent/Chief Business Officer

Board of Education