

Instructions: Originator fills out Sections 1, 2, and 3 and send Original to Budget in Fiscal Services and keep a photocopy.

**BURBANK UNIFIED SCHOOL DISTRICT
GIFT REQUEST**

1. To: Budget Services

From: Receiving School _____

The following is proposed to be gifted to the District by: _____

Signature of Donor _____ Date: _____

(Address)

(City, Zip)

SPECIFICS (See Instructions on second page)

2. CASH

(A)	(B)	(C)
INCOME ACCOUNT STRING	CASH	EXPENDITURE ACCOUNT STRING
01.2-90201.0-00000-00000-8699-_____		01.2-90201.0-_____ - _____ - _____
01.2-90201.0-00000-00000-8699-_____		01.2-90201.0-_____ - _____ - _____

(D) ESCAPE REQUISITION NUMBER _____ OR BUS REQUEST NUMBER _____ (ATTACH TO THIS FORM)

3. (E) EQUIPMENT SUPPLIES (Circle)

Donations other than cash may be utilized by the District, sold or otherwise disposed of consistent with Board Policy.

QTY.	DESCRIPTION	MAKE	MODEL	WARRANTY (Y/N)	SERIAL #	LOC. CAMPUS	EST. COST/VALUE
Other Expenses (Installation, * Surcharge, etc.)							
Total Cost							

(F) USE _____

(G) Recommended: _____ Date Submitted: _____
(Principal of School receiving gift)

4. ACCEPTANCE

Approved: _____ Board of Education: _____
(Assistant Superintendent, Business Office) (Date)

Disapproved by _____ Date: _____ Originator notified: _____
(Date)

Approval Path: Budget, Fiscal Services, Board of Directors

Surcharge ranges between 10% - 30% on new software and equipment; or \$100 dollars for donated equipment.

GIFT REQUEST

Gifts, which normally originate at the site from PTAs, booster clubs, the Burbank Educational Foundation or individuals, **must be approved by the Board of Education before the item is brought on the campus.** The Gift Form is completed by the site administrator. Send to the Business Office for approval before it is included on the Board agenda.

After Board approval, Budget Services will have cash donations posted in the County PS system. Authorization to spend is granted when the gifted dollar amount appears on the County printout. If the gift is a non cash item, the Business Office will consider the maintenance and installation aspect of the gift with health and safety considerations in mind.

GIFT REQUEST FORM

Directions for completing the Gift Request Form

Section 1. The complete name, address, city, and zip code of the donor must be included.

Section 2 and 3. Specifics

- A. The income account string will be: 01.2-90201.0-00000-00000-8699- _____ (Add the 7 digit location number associated with the donor.)

Location Mark: SSS8DDD (S=first 3 digits of School site, 8= Gift fund, DDD=Donor)

Donor Key:	000= Miscellaneous	500 = IMA
	100 = ASB	600 = VMA
	200 = PTA	800 = Outdoor Science
	300 = Burbank Ed Foundation	900 = Local Grants
	400 = After School Enrichment	

- B. Cash: Enter the total amount of cash to be received, if cash is being donated.

- C. Expenditure Number:

Enter the complete appropriation number or account string for the type of expenditure you are making. See the District Chart of Accounts for descriptions. Use as many appropriation numbers as needed to disburse the cash in the manner you wish it to be spent. Add the matching location numbers from income (See A.)

Example:	Fund #	Resource #	Goal #	Function #	Object #	Location #
	01.2	90201.0	XXXXX	XXXXX	XXXX	See A.

- D. If the District is going to be purchasing the item you need to attach a copy of the Escape requisition or if applicable the Bus Request Number using the gift account number.

- E. Supplies/Equipment/Services:

Describe the items to be purchased, the equipment or services received. For equipment you must include the approximate value. Electrical equipment valued at \$500 or more needs to be added to the District inventory.

- F. Use: Describe the expected use of the gift.

- G. Signatures: Have the proper individuals sign and date the Gift Request Form.

Section 4. Acceptance: Notification will be made to the gift recipient after the gift has been officially accepted by the Board of Education.