



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT GIFT PROPOSAL PRE-APPROVAL FORM

SCHOOL OR DEPT: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSON REQUESTING DONATION: \_\_\_\_\_

SITE PRINCIPAL'S SIGNATURE: \_\_\_\_\_

Description of gift: \_\_\_\_\_

**Please attach detailed quotes for all items to this form.**

DONATION TYPE:  CASH/CHECK  NON-MONETARY DONATION

VALUE (including freight, installation, tax, etc.): \$ \_\_\_\_\_

PURPOSE/INTENDED USE:  
\_\_\_\_\_  
\_\_\_\_\_

DONOR: \_\_\_\_\_ DONOR SIGNATURE: \_\_\_\_\_

DONOR MAILING ADDRESS:  
\_\_\_\_\_

Include physical address, City, State & Zip Code

*Please fill out the following for all Non-Monetary gifts/donations. Gifts of non-monetary items are subject to inspection and determination of utility and appropriateness to the district's purpose(s).*

*Directors, if approved, please sign and return to the requestor. If denied, please fill out the back and return to the requestor.*

Check box if Technology Equipment → \_\_\_\_\_  
Signature of Director of IT

Check box if Furniture → \_\_\_\_\_  
Signature of Director of MOT

Check box if Curriculum → \_\_\_\_\_  
Signature of Director of Curriculum and Assessment

Check box if Classroom Supplies (Including instruments, VAPA supplies, etc.) → No Signature Required

Where it will be located: \_\_\_\_\_

	Yes	No
Delivered by donor?	<input type="checkbox"/>	<input type="checkbox"/>
Installation required?	<input type="checkbox"/>	<input type="checkbox"/>
Additional labor/equipment required for maintenance and operation?	<input type="checkbox"/>	<input type="checkbox"/>
Will eventually need to be replaced at district expense?	<input type="checkbox"/>	<input type="checkbox"/>
District funds required to purchase/install?	<input type="checkbox"/>	<input type="checkbox"/>
District will be expected to maintain/replace donation should failure occur?	<input type="checkbox"/>	<input type="checkbox"/>

*For donations or funds to procure equipment or instructional items such as library books, it is best for PRJUSD to act as purchasing agent. This allows you to take advantage of educational and volume discounts from many vendors and allows PRJUSD to verify items conform to appropriate*

Once this form is complete, send it to your site principal for his/her signature and approval and then on to the appropriate Director for his/her signature. They will then take it to the next Director's meeting for approval. Please see the [PRJUSD Donation Request Policy](#) for further instructions.

**Request Denied Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

Reason: \_\_\_\_\_

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