



Goose Creek Consolidated Independent School District

Business Services

Donation / Gift Request

Per District Administrative Guidelines, Section 3.15:

- Donations under \$499.99 must be approved by Principal or Department Head
- Donations between \$500.00 and \$4,999.99 must be approved by the Superintendent
- Donations above \$5,000.00 must be approved by the Board of Trustees

Principal/Department Head	School/Department

Name of Donor <i>(if an organization, include name of representative)</i>

Mailing Address	City	State	Zip Code

Description of Donation/Gift	Value	*

*** check this box if this is a non-cash donation that has an individual value of \$5,000 or more and must be added to the district's fixed asset inventory**

Permission is requested to accept this donation/gift for our school/department. The donor understands that this donation/gift will become the property of the Goose Creek CISD and will be under the jurisdiction of the school/department in accordance with board policy and administrative guidelines.

Additional Remarks

Revenue Account Code	Expenditure Account Code

Approved	Denied	Authorized Approver's Signature	Date