

**CATALINA FOOTHILLS SCHOOL DISTRICT  
REQUEST FOR GOVERNING BOARD ACCEPTANCE  
OF  
GIFTS – DONATIONS – GRANTS**

Requestor (Donor) : \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Address: \_\_\_\_\_  
\_\_\_\_\_

Recipient: \_\_\_\_\_ Amount: \_\_\_\_\_

Method of Payment:

- a. Paid directly by donor: \_\_\_\_\_
- b. Paid through district: \_\_\_\_\_

Check One:

\_\_\_\_\_ Capital Project (facility improvement) requires prior approval before purchase

\_\_\_\_\_ Technology requires prior approval before purchase

\_\_\_\_\_ Grant

- a. Restricted: \_\_\_\_\_
- b. Unrestricted: \_\_\_\_\_

\_\_\_\_\_ Purchase by Donor on behalf of the District

\_\_\_\_\_ Field Trip

\_\_\_\_\_ Other: \_\_\_\_\_

Deposit Into Account #: \_\_\_\_\_  
\_\_\_\_\_

Submitted to Business Office by: \_\_\_\_\_  
(Name of School & Name of Person)

Purpose (description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_