



**GIFTS TO THE DISTRICT**

This report is to be submitted to the superintendent's office for each gift of material or monetary value. The report is to be submitted as gifts are received.

**ADMINISTRATIVE REGULATION KH-AR GIFTS TO THE DISTRICT**

The school board may accept money, or property donated for the use or benefit of the school district, and use such money or property for the purpose for which it is donated (ORS 332.275). All gifts of money, property, or equipment shall be reported to the superintendent and the superintendent shall accept the gifts on behalf of the district. Said gifts shall be expended or used for the purpose for which they were intended. Property and equipment shall be entered into the District records for the purpose of insurance and inventory.

**School** \_\_\_\_\_ **Date** \_\_\_\_\_

**Gift(s) Received** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Donor(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Declared Value:** \_\_\_\_\_

**Designated Use (if any):** \_\_\_\_\_

**Special Conditions (if any):** \_\_\_\_\_

\_\_\_\_\_