

# GOOSE CREEK CISD DONATION/GIFT REQUEST

Donations exceeding \$499.99 must be approved by the Superintendent. (AG 3.15)  
Donations exceeding \$4,999.99 must be approved by the Board of Trustees. (AG 3.15)

TO: Goose Creek CISD Board of Trustees/Superintendent

FROM \_\_\_\_\_  
Principal/Department Head

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
*Name of Donor (if organization, include name of representative)*

\_\_\_\_\_  
*Mailing Address* *City* *Zip Code*

Description of Donation/Gift Value


Permission is requested to accept this donation/gift for our school/department. The donor understands that this donation/gift will become the property of Goose Creek CISD and will be under the jurisdiction of the school/department in accordance with Board policy and administrative rules and regulations. Approved donations/gifts should be added to fixed assets inventory if applicable. (AG 3.05)

*REMARKS:*

\_\_\_\_\_

\_\_\_\_\_

**Revenue Account Code** \_\_\_\_\_

**Expenditure Account Code** \_\_\_\_\_

Approval  Disapproval

\_\_\_\_\_  
Superintendent Date

**Please check if individual value of donated non-cash items exceeds \$5,000**