



North Kitsap School District
REQUEST FOR ACCEPTANCE OF GIFTS

Policy 6114F
FINANCIAL MANAGEMENT, Gifts

Date: 10/15/14 Accepted by Bryce Adams School Receipt# 163007

School/Department/Program Receiving gift: NK Band

Budget Code to be credited: 4010-00-0000-406-0^B Business Office Receipt# 10/20/14
(4346.00)

GF or ASB (Please circle)
 GF ASB

Nature of gift: Cash amount donated: \$ 3300.00 OR

Description of gift & cash value: \$ _____ (determined by donor)

(Gifts for the purchase of supplies/equipment must include cost of installation by licensed contractor or agreement by the Maintenance Department to provide installation)

Description: \$ to cover cost of band camp clinicians Amylan Clear
+ John Cordell. Mr. Adams
Submitted paperwork to have checks
cut for each of \$1650.

(The following information must be provided) Person/Organization Donating Gift --Please print

Name of Person Responsible: Laura McDonough

Business/Organization: NK Band Boosters

Mailing Address: Po Box 2347

City Port Hadlock State WA Zip Code 98370 Phone: (360) 265-5610

APPROVAL(S):

Principal/Program Manager Approval: [Signature] Date: 10/16/14
(Required for all donations)

Technology Approval _____ Date: _____
(Required for all donations of computers, printers and software to comply with District Standards)

Capital Projects Approval _____ Date: _____
(Required for all donations that require installation and/or maintenance of supplies/equipment on District property)

Facilities/Maintenance Approval _____ Date: _____
(Required for all donations that require installation and/or maintenance of supplies/equipment on District property)

Please note: Attach transmittal forms, backup material or letters from individuals/organizations donating gifts. We would also appreciate a copy of any thank you letter that was written by your building.

All donations given to the North Kitsap School District must have a donation form submitted to the business office. This includes all Booster or PTA/PTSA parent group donations.