

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 703.5.1.2P Adopted November 2004 Revised October 2008

Title School or Department Acceptance of Gifts Valued Under \$500

Directions: Principals and program coordinators are to keep a list of gifts valued under \$500 they received each quarter and forward the list to their director by the 30th of each of the following months: November, February and May.

The following is a list of all gifts received by _____ during the first/second/third/fourth quarter (circle one). name of school or program

Donor	Description of Gift Valued Under \$500	Estimated Value
GRAND TOTAL (estimated value for all items)		

Comments

Signature of School/Department Administrator Date

Signature of Director Date

School Principal/Coordinator routes to:
Appropriate director
Superintendent _____
Director of Finance and Operations

<p>The School Board will take action on these gifts at the second School Board meeting in December, March or June.</p>
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