

Forms

Equipment Donation Form

To: Sample USD, Chief Business Official or Designee

From: Sample School Site Club

Subject: Transfer of equipment ownership to Sample USD

The below items were purchased/received by the student organization for _____ School.

The governing board formally accepted the donation of the equipment on _____. It should be understood that acceptance of this gift does not necessarily mean that the district will replace the item in the future if it is no longer working or is obsolete.

It is requested that while ownership is transferred to _____ School District, operational control and use be retained by the student organization, as administered by the site administrator.

It is recognized that transfer of ownership only transfers responsibility for maintenance and replacement, consistent with the priorities and practice of the school district and in accordance with existing financial management guidelines and procedures.

The effective date of this transfer is: _____

Equipment listing: _____

Signed by site administrator: _____

Signed by club advisor: _____

Signed by student representative: _____