

DONATION/GIFT OFFER FORM

*Please print or type*

**Date of Donation:** \_\_\_\_\_

**Donation/Gift Description:**

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**Name and address of individual or organization offering donation/gift:**

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**Additional comments or information:**

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**Received by:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Additional comments or information:**

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NOTE: The following donations must be approved as follows prior board acceptance:

- Computers, software and peripherals – ITD Director
- Musical instruments – Fine Arts Coordinator
- Automobiles – Career & Tech Education Director

Additional Approvals Needed:       ITD       Fine Arts Coord.       Career & Tech Ed

**RETURN COMPLETED FORM TO: Ann Arbor Public Schools, BOE Office**  
**2555. S. State St., Ann Arbor, MI 48104**  
*or email as an attachment to: osinski@aaps.k12.mi.us*