

## **SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM**

### **PROCEDURES FOR THE ACCEPTANCE OF GIFT TO THE SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM**

1. A 'Request for Acceptance of Gift to the SGVROP must be completed when accepting a donation from a company and/or individual.
2. Inform the immediate Supervisor of the donation.
3. Forward the completed, original form, to the Superintendent's office for Board approval.
4. Once the 'Request for Acceptance of Gift to the SGVROP is approved by the Board, the Superintendent's office will mail a letter of appreciation to the company and/or individual.
5. A copy of the letter of appreciation will be provided to the person who accepted the donation.



**REQUEST FOR ACCEPTANCE OF GIFT TO THE ROP**

Name of Program San Gabriel Valley Regional Occupational Program

Name of Teacher or Supervisor \_\_\_\_\_

Name of Donor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (Zip)

Item Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make/Model \_\_\_\_\_

Serial \_\_\_\_\_

Date Purchased \_\_\_\_\_ New \_\_\_\_\_ Used \_\_\_\_\_

Purchase Price or Current Value \_\_\_\_\_

Warranty \_\_\_\_\_

Approved by the Joint Board of Management \_\_\_\_\_  
(Date)

Resolution # \_\_\_\_\_

Letter of Appreciation sent on \_\_\_\_\_

Send appreciation letter to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_