



All hard and tangible, non-cash, gifted items given and or donated to Oak Ridge Schools must have specific instructions on use and purpose designated by the benefactor, and not the school location, nor the District Office. This must be indicated by the benefactor in the designation area below. This form must be sent to the District Business Office prior to the gift being accepted and also must be authorized by the District Office prior to the gift being accepted. In many cases, Board of Education approval is required. If unsure when such approval may be required, please contact the District Business Office.

Benefactor Name, Business:

Contact Person:

Address:

Phone Number:

Line of Business:

Value of Item(s):

Item(s) or Gift(s) Being Donated:

Designated Item Donation Location (School Building(s) or Department(s)):

Benefactor:

Please indicate in the white space below if there is a specific purpose that the gifted item(s) must be used for. If applicable uses are numerous, please attach a second sheet if necessary. If the gift or item is available to use at the discretion of school building, department, or District please indicate as so.

**This form applies to only hard, tangible goods and not direct monetary and or cash donations.*