

FORM LETTER COVERING GIFT TO  
INDEPENDENT SCHOOL DISTRICT 199

DATE: \_\_\_\_\_

TO: Board of Education, Independent School District 199  
2990 80th Street East  
Inver Grove Heights, MN 55076

FROM: \_\_\_\_\_  
(Contributor Name)

Cash Contribution - Amount \$ _____	Check Number _____
We request that the above cash contribution be used for the purpose of:	
_____	
_____	
_____	
REVENUE CODE(S) _____	
<small>(It is our desire that any excess monies be expended at the Board's discretion for items similar in nature and purpose)</small>	

Contribution of NEW/USED furniture, equipment or supplies:		
<small>(Any contributions for new items should be in the form of cash so the District can utilize normal purchasing procedures)</small>		
<small>(Do not estimate dollar value. District reserves the right not to accept items that do not meet OSHA regulations and District standards.)</small>		
Description: _____		
_____		
_____		
Number of Items _____ Model Number _____ Year Manufactured _____		

**School Board thank you should be addressed to:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Officer of Contributing Organization

\_\_\_\_\_  
Company

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Budget Manager

Instructions:

1. The check from the contributor payable to Independent School District 199 should accompany the request and be sent to the Business Manager.
2. The District reserves the right to decline to accept gifts that are not in the best interest of the District.

Revised: June 2009)