Sample Financial Gifting Letter

Agreement between _____________________________ and ___________________________.

(Parent Group)                                          (School/School District)

The ___________________________ is donating $____________ to the ___________________________.

(Parent Group)                                                                                      (School/School District)

for the following purpose/purchase(s) of: _________________________________. If this purchase is not

made by ________________, this amount will be returned to the ___________________________.

(Date)                                                                                   (Parent Group)

The ___________________________ will be provided with a copy of the purchase order or requisition

(Parent Group)

and a copy of the paid invoice.

Signed ________________________________________  Date: _________________________

(Parent Group) President

________________________________________  Date: _________________________

Principal/Administrator

In the case of equipment purchase, also complete the following

The ____________________________ is donating money for the purchase of the following: __________

(Parent Group)

____________________________________________________________________________________

The/these item(s) will become the property of the school. It is to be used for the following purpose(s):

________________________________________________________________________

The ___________________________ may use the item(s) under the following conditions: _____________

____________________________________________________________________________________

____________________________________________________________________________________

The school will be responsible for the maintenance of the item and for providing supplies. In case of loss

or theft, the school will be responsible for replacement and agrees to replace the item with a like kind. The

school will hold the ________________________ harmless for any claim arising out of ownership of the

use of the item(s).

Signed ________________________________________  Date: _________________________

(Parent Group) President

________________________________________  Date: _________________________

Principal/Administrator

* *The general __________________________ membership must provide for any expenditure through a budget

(Parent Group)

adoption/amendment and a specific vote at a general meeting. This agreement is void if not ratified by the

general membership.