

SAN DIEGO UNIFIED SCHOOL DISTRICT
REQUEST FOR ACCEPTANCE OF GIFT OF SERVICE

When notified by the Maintenance and Operations Department, complete and forward to the Maintenance Planning Program, Maintenance and Operations Department.

- I. SCHOOL: _____ DATE _____
- II. DONOR: A. Name/Organization _____
 B. Address _____
 C. Telephone number _____
- III. SERVICE OR PROJECT:
 A. Request for Maintenance Service No. _____
 B. General description. _____

 C. Purpose of gift _____

 D. Are materials purchased through SDUSD District Procurement and Distribution Department? Yes _____
 No _____
 If yes, please reference requisition/P.O.# _____
- IV. IMPLEMENTATION:
 A. Will Maintenance/Operations labor be employed? Yes _____ No _____
 If yes, describe intended use of district employees: _____
 B. Will donor pay labor costs? Yes _____ No _____
 C. Will donor pay materials costs? Yes _____ No _____
- V. OPERATION AFTER COMPLETION OF PROJECT:
 A. Will there be continuing operating or maintenance costs? Yes _____ No _____
 If yes, what type? _____
- VI. ACCEPTANCE REQUEST BY: _____

(Signature of school principal/site administrator)

Maintenance and Operations Department (Required for approval WITH annual maintenance support)

Maintenance Unit estimated annual cost: \$ _____

Operations Unit estimated annual cost: \$ _____

_____ Recommend WITH M&O support _____ Recommend WITHOUT M&O support

BY: _____

(Signature of department head)

DATE: _____

Facilities Management Division:

_____ Approved

_____ Disapproved

BY: _____

(Signature of Chief Operating Officer)

DATE: _____

Originator:

_____ Approval to proceed

BY: _____

(Signature of school principal/site administrator)

DATE: _____