



MPS Form GR-3 rev 10/2021
NOTIFICATION OF GIFT FORM
 Marlborough Public Schools
 25 Union Street Marlborough, MA 01752

Gifts received must be approved by the School Committee before funds/items will be released for use. Please refer to Agenda item submittal deadlines (on mps website, faculty/staff, doc.lib, other forms), and fill out a School Committee Agenda Item form (on mps website, faculty/staff, doc.lib, other forms). This form, as well as supporting documentation should be emailed as an attachment to: psibilio@mps-edu.org and krundlett@mps-edu.org and a hard copy, with signature, sent via interoffice to Karen Rundlett, DEC

ATTACH ALL PERTINENT DOCUMENTATION *check, correspondence received with gift, etc.*

Person Submitting:

Date:

Position:

Building:

Coordinating Principal/Director/Teacher:

Funding Source (foundation, corporation, person, etc.):

Amount of Gift:

If Donated Goods, Please Describe and assign a Monetary Value (nec. for approval by School Committee): \$

Description of Donated Goods:

Describe Purpose or Conditions of Gift:

Describe How Gift Will be Spent:

Principal/Director's Approval

Approved

Disapproved

Superintendent of Schools:

Approved

Disapproved

School Committee – Date of Meeting: