

## 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

\_\_\_\_\_  
Principal/Administrator Date: \_\_\_\_\_

\_\_\_\_\_ *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: \_\_\_\_\_  
(Parent Group)

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).  
(Parent Group)

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent Group) President

\_\_\_\_\_  
Principal/Administrator Date: \_\_\_\_\_

\*\*The general \_\_\_\_\_ membership must provide for any expenditure through a budget adoption/amendment and a specific vote at a general meeting. This agreement is void if not ratified by the general membership.  
(Parent Group)