

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 and a copy of the
(Parent Group)
paid invoice.

Signed

(Parent Group) President

Date

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

(Parent Group) President

Date

Principal / Administrator

Date

**The general _____ membership must provide for any expenditure
(Parent Group)

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

All waivers, letters and agreements provided here are samples, meant to serve as a guideline, and may not reflect language specific to your use, or your state. We recommend consulting an attorney should you need to implement any contractual agreement, waiver or gifting letter.