

DONATION OF EQUIPMENT

Donations or contributions of materials and/or equipment to a school district become the property of the school district and the district is free to use the equipment in any manner it considers appropriate.

Grant Process for Equipment and Form

It is recommended that a local PTA unit use the "grant" process if a PTA wants to purchase equipment for a school. After assurance that the school wants the equipment, the grant agreement must be signed between the PTA and the school principal. The agreement should specify:

- ▶ The amount of the grant.
- ▶ The "sole and express" purpose of the grant.
- ▶ A date by which the school must spend the grant funds.
- ▶ Unused grant funds must be returned to the PTA.
- ▶ The PTA should then provide the money and allow the school to make the purchase.

It is imperative that this process be followed so that the PTA is always protected. See the grant form below

PTA GRANT AGREEMENT

_____ PTA hereby gives to the _____ School

a monetary grant in the amount of _____ Dollars (\$) by check number _____

This grant is for the sole and express purpose of _____

It is agreed, that the grant funds will be spent for the stated purpose on or before: _____

or the funds will be refunded to the PTA. _____

(Date)

Any unused or unexpended funds will be refunded to the PTA. The School will give a complete accounting (receipt or invoice) of the expenditure of the grant funds to the PTA.

The School agrees to maintain the above-described property at: _____
(Name & Address of School)

for a period of not less than _____ years from the date of purchase. _____

Signature of PTA President _____ Date: _____

Signature of PTA Treasurer _____ Date: _____

Signature of Principal _____ Date: _____

****The general membership must support 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. ****

A copy of this form goes to the school, a copy is attached to the disbursement form and a copy is held in the permanent records.