



Grant Agreement PTA / PTO / Parent Group

_____ Hereby donates to the Monroe School District

A monetary grant in the amount of _____
_____ dollars (\$ _____)

This grant is for the sole and express purpose of _____

If this grant is to purchase a specific item, please fill in the information below:

Description: _____

Quantity: _____ Manufacturer: _____

Model Number: _____ Serial Number: _____

*** Note** Technology donations are subject to approval by the Technology Department prior to acceptance of the donation.

Approved by Facilities Manager (if applicable): _____

Installation: None Needed Estimated costs _____

The Monroe School District agrees to maintain the above-described property at _____
_____ through the following date: _____

If the Monroe School District does not or cannot fulfill the terms of this grant as specified, the donation will be returned to the donor.

GRANTOR:

GRANTEE: Monroe School District

▶ Signatures of approval should be processed in order below

Officer, Title and Date

Building Principal Signature and Date

(Printed Name)

Technology Director Signature (if applicable)

Officer, Title and Date

Support Services Signature (if involves Facilities/Technology)

(Printed Name)

Chief Financial Officer Signature and Date

▶ Please send the *original* of grant form for approval

Superintendent Signature and Date

School Board President Signature and Date
(if over \$5,000.00)

Grant Agreement Checklist

- Signatures from PTA / PTO / Parent Group Officers and Building Principal
- Grant Form and funds delivered to building Secretary to be receipted and deposited.
- District signatures approving grant

Final Distribution

- Original:
- Fiscal Services
- Copies:
- Receiving School / Department
 - Parent Group
 - Inventory (item donations only)
 - Superintendent

Fiscal Department

Account Code: _____

⚠ No purchase until all signatures received approving grant