

Sioux Falls School District 49-5

Acknowledgement of Gifts in Excess of \$50

Employee Name:

Employee ID #:

Building/Department:

Name of Benefactor	Description of Gift	Amount of Gift	Date Received
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Total Amount of Gifts: \$ -

Policy GBEB (relevant portion)

Gifts (from students, parent/guardians, or parent groups) of substantial value (i.e. \$50 or higher) are discouraged. However, any employee receiving a gift with an estimated value in excess of \$50 shall report it to the Business Manager where a record of such gifts shall be maintained.

Instructions

General

This form should be completed each semester you receive a gift(s) of \$50 or more from students, parents/guardians, or parent groups. The form is due at the end of the semester in which you received the gift. Gifts received after the due date or over the summer should be submitted with the next semester's form. Complete the yellow boxes, save the Excel file, and email it to the Business Manager at:

todd.vik@k12.sd.us

You will receive a confirmation email from the Business Manager stating the date of receipt of this form and the total amount declared. The confirmation email will serve as your proof of submittal of this form.

Specific

Enter information in the yellow boxes only.

Name of Benefactor: The individual or group who gave you the gift.

Description of Gift: A short description of the gift (i.e. "cash", "gift card", "flowers", etc).

Amount of Gift: Must be a dollar amount. If you do not know the exact amount make a reasonable estimate.

Date Received: The date you received the gift (MM/DD/YYYY).

Do not be concerned if your response goes beyond the cell size. The data will still be captured.