

# GLEN RIDGE PUBLIC SCHOOLS

## GIFT FORM

1. Organization/group/individual donating gift? SM DESIGN & Consulting. Glen Ridge
  
2. Type of gift (please include the dollar value of the gift)? Computer Equipment – HP Envy Desktop 750-150 <sup>6 units</sup>
  - a. Does the gift include/require installation? \_\_\_ Yes X No (if yes, please complete #3)
  - b. Is the installation cost included in the cost of the gift? \_\_\_ Yes \_\_\_ No
  
3. Installation requirements (please include cost of installation if it is above and beyond the cost of the gift).  
\_\_\_\_\_

Who is responsible for the additional cost? \_\_\_\_\_

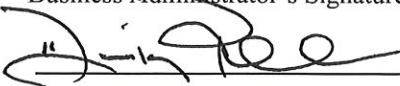
- a. Who will install the gift? Tech Staff
4. Are there continued/recurring costs? No
    - a. Will there be a Maintenance Contract cost? \_\_ Yes X No If yes, please indicate amount & specifics \_\_\_\_\_
    - b. Will there be training costs? \_\_ Yes X No If yes, please indicate amount & specifics \_\_\_\_\_
    - c. Will there be a cost for additional materials? \_\_ Yes X No If yes, please indicate amount & specifics \_\_\_\_\_

5. What school official did you discuss this gift with? Director of

IT

6. What school program will this gift enhance? Additional Desktops to replace aging systems.

Business Administrator's Signature Date

 10/17/17

Superintendent's Signature Date

Principal/Administrator's Signature Date

Board Approval Date