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 _699.99_
   a. Does the gift include/require installation? ____Yes ____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).

4. 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 ____No If yes, please indicate amount & specifics__________________________

   b. Will there be training costs? _Yes ____No If yes, please indicate amount & specifics__________________________

   c. Will there be a cost for additional materials? _Yes ____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 Principal/Administrator’s Signature Date
______________________ ____________
Superintendent’s Signature Date Board Approval Date