

**BULLITT COUNTY PUBLIC SCHOOL DISTRICT  
GIFT, GRANT AND DONATION REPORTING FORM**

Form must be submitted immediately following notification of a gift or donation.

All gifts and donations of \$250 or more to teachers, schools, departments, or Bullitt County Public Schools must be approved and accepted by the Bullitt County Board of Education before items or funds may be used or spent. Recipients should complete this form and send it to Jackie Roth in order for the gift or donation to be included on the agenda for the upcoming Board of Education meeting. Please provide the following:

Today's Date: \_\_\_\_\_

BCPS Representative/Project Director Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

School/Department: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Date of Gift/Donation: \_\_\_\_\_

Gift/Donation Amount or Fair Market Value: \_\_\_\_\_

Description of any nonmonetary donations (if applicable): \_\_\_\_\_

Project Name: \_\_\_\_\_

Description of the recipient(s): \_\_\_\_\_

Description of how the gift/donation will be used: \_\_\_\_\_

**Please attached the following documents:**

A copy of notification from the donor that a gift/donation has been given (if applicable)

A copy of the gift acceptance form, contract, etc. in need of an authorized signature(s), if applicable

Any received funds (check, cash, voucher, etc.)

*The Finance Department will hold any funds and will make them available to the recipient once the Board of Education has accepted the gift or donation.*

Deliver/email completed form to:

jackie.roth@bullitt.kyschools.us

District Grant Writer

***For questions, please call (502) 869-8171***