**Donation to School/School District Sample Agreement**

Agreement between \_\_\_\_ PTA and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(School/School District)

***[Agreement to donate a specific sum of money to the school/school district for a specific purpose.]***

The \_\_\_\_ PTA is donating $ \_\_\_\_ to the school/school district for the following purpose/purchase(s) of: \_\_\_\_. If this purchase is not made by \_\_\_\_ (Date), this amount will be returned to the PTA. The PTA will be provided with a copy of the purchase order or requisition and a copy of the paid invoice.

***[Agreement to donate equipment purchased by the PTA to the school/school district.]***

The \_\_\_\_ PTA has purchased the following and is donating it/them to the \_\_\_\_ School/School District) for the following use(s)/purpose(s): \_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

(PTA President)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

(Principal/Administrator)

----- **In the case of equipment purchase, also complete the following -----**

The \_\_\_\_ PTA is donating money for purchase of the following or has purchased the following and is donating it to the school/school district:

The/these item(s) will become the property of the school/school district. It is to be used for the following purpose(s):

The PTA may use the item(s) under the following conditions:

The school/school district will be responsible for maintenance of the item and for providing supplies. In case of loss or theft, the school/school district will be responsible for replacement and agrees to replace the item with a like kind. Any gift given by the PTA is without any future liability protection or guarantees by the PTA.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

(PTA President)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

(Principal/Administrator)

*\* The PTA membership must provide for any expenditure through a budget adoption/ amendment and a specific vote at a membership meeting. This agreement is void if not ratified by the membership.*