



Somerset Public Schools
Somerset Berkley Regional School District

Donated by Outside Agencies
Facility/Grounds Improvement

Thank you for your interest in making a donation. This form must be completed by the agency representative and approved by administration before any improvements can start

Date: _____

School: _____ **Location: (i.e. room#)** _____

Agency Donating Item: _____

Contact Information for Agency (phone number and/or email address):

Description of item(s) to be Donated and Estimated Cost of Donation:

Does this item require a bid? _____

Scope of Work: _____

Is there anticipated annual operating cost? (Yes/No) _____

If so what is the estimated cost? _____

Estimated Useful Life of Donation: _____

Expected Start Date: _____ **Expected Completion Date:** _____

Signatures of Approval:

Principal: _____

Director of Buildings & Grounds (if applicable): _____

Director of Technology (if applicable): _____

Director of Business & Finance: _____

Superintendent: _____ **Date:** _____