



Chesapeake Public Schools

312 Cedar Road

Chesapeake, VA 23322

## Gift Form

This form is a request for acceptance of a gift. Once you have completed this form, send it to [warehouseinfo@cpschools.com](mailto:warehouseinfo@cpschools.com) to receive approval. If the gift is computer related the Warehouse will also obtain an approval from it for acceptance.

**Once you receive approval back from the warehouse, you may accept the gift.**

**School:**

**Gift Description:**

**Signature of Principal/Director:**

**Date:**

**Estimated Value:**

**This gift will require installation.**

**Yes**

**No**

**Item to be installed by:**

**This donation to the school system is being offered by:**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Director of Technology Signature:**

**Approve**

**Deny**

**Supervisor of Warehouse Signature:**

**Approve**

**Deny**