



● School Name ● School Address, City, AZ Zip ●

Gifting Letter

This is an agreement between the YOUR PTA, YOUR SCHOOL, and RECIPIENT. The YOUR PTA is donating the requested REQUEST to YOUR SCHOOL on behalf of RECIPIENT for the purpose as outlined in the Grant Program Application. This transaction will be made by DATE based on the information provided by the Applicant.

Item(s) will become the property of SCHOOL located at SCHOOL ADDRESS. SCHOOL will be responsible for the use and distribution of the items. In case of loss or theft, the school will be responsible for replacement and agrees to replace the item with a product in-kind. The YOUR PTA will be held harmless for any claim arising out of ownership or the use of the items.

This agreement was approved by majority vote at the General Member Meeting held on DATE. This agreement is void if not ratified by the General Membership.

PTA President Signature _____ Date _____

PTA Treasurer Signature _____ Date _____

Principal Signature _____ Date _____

Recipient Signature _____ Date _____