

Oak Park Elementary School District 97

Gift Acceptance Form

Date 3/8/18

Donation to School/Location

WHITTIER / COMMUNITY ROOM

Detailed description of the gift

NEW ELECTRIC RANGE TO REPLACE
DAMAGED ONE (GLASSTOP SHATTERED)

Estimated/actual gift value \$97.00

Intended use

GENERAL KITCHEN USE; USED FOR PTO-SPONSORED
AFTER SCHOOL COOKING CLASSES

How will the gift benefit the district?

- Professional Development or Staff Training
- Installation and/or construction work
- Coordination of scheduling work
- District and/or school computer network
- Equity across all schools
- District-curriculum
- Ongoing maintenance/replacement
- Hiring Staff
- Other

Outside vendor required Yes No
 District performing the work Yes No

Donation Timeline

Principal/Administrator Signature

Date

For Internal Use Only

Superintendent Approval Yes No
 Board Approval Needed Yes No
 Work Session Agenda Date _____
 Board Approval Date _____
 Donor Notification _____

Administrator Signature

Date



Grand Appliance - Forest Park
 7440 Madison St
 Forest Park IL 60130
 (708) 771-4763

Sales Order

Date: 3/8/2018

Sales Rep: Haran, Dan

Bill To	Ship To	Sales Order #
Oak Park Elementary School District 97 260 Madison St Oak Park IL 60302 (708) 524-3000	Whittier School PTO 715 N Harvey Oak Park IL 60302 78-524-3115	SO11-4105 Customer ID Oak Park Elementary School District 97 (7085243000)

Qty	Description	Sell Price	Ext Amt
1	JB645DKWW GE 5.3 Cu. Ft., 2- 9/6 Power Boil 2-6"	\$539.00	\$539.00
1	USIP Grand Uncrate, set in place and haul away old unit. NOTE: Built-in appliances not installed by Grand must be uninstalled prior to delivery to be hauled away.	\$19.00	\$19.00
1	RECYCLE Grand General Labor: Remove and recycle old product, specify quantity	\$0.00	\$0.00
1	ERHU Grand Range Hookup: Electric range hookup	\$39.00	\$39.00

Subtotal	\$597.00
Total Tax	\$0.00
Total	\$597.00
Balance Due	\$597.00

Delivery Instructions	Customer #	Sales Order #	Order Total
uncrate et in place Hook up new unit and haul away old unit. Call 30-45 minutes out. Check being mailed in.	O a k P a r k Elementary School District 97 (7085243000)	SO11-4105	\$597.00
	Terms	Delivery Date	Account #
	Prepaid	3/20/2018	



WHITTIER PTO CHECK REQUEST FORM

Use this form when you want a check written to somebody else or a cash advance

Please use this form if:

1. You want to write a check to someone other than you
2. You want the PTO to write a check to you as a cash advance to purchase something on behalf of the PTO

If you want to be reimbursed for money you have already spent, please use the Reimbursement Form.

Please complete and place in the PTO box in the Whittier school office. If you are asking for more than \$25, the form must be signed by the person in charge of the event to which the expense relates or by a PTO board member. **Please select whether you want the check to be mailed to the recipient or left for you in the PTO mailbox.**

YOUR NAME Debra Dietz

YOUR TELEPHONE NUMBER 708-524-3115 **DATE** 3/8/18

YOUR ADDRESS (STREET/CITY/ZIP) Whittier School

PTO EVENT (TO WHICH THE CHECK RELATES): purchase of new range for community room

AMOUNT OF CHECK \$597.00 **DATE NEEDED** 3/12/18

PAYABLE TO Grand Appliance and TV

MAIL OR **PICK UP IN PTO BOX**

IF MAILED, ADDRESS _____

7440 Madison St

Forest Park, IL 60130

Please staple to this form a purchase order, invoice, contract or some other document that describes the goods or services that the PTO is buying and the price or fee.

Approved by _____ Date _____

Signature of event chairperson or PTO board member is required when check is for \$25 or more

OFFICE USE ONLY: CHECK NO. _____ ISSUED ON _____ BY _____

