



GIFT TRACKER

Building Trust Inside and Out

FOR FORM 700 (SCHEDULE D) REPORTING REQUIREMENTS

Covering: 1/1 – 12/31, _____

Reminder Tips:

- LAUSD’s gift limit is \$100 cumulative from any source in a single year. Anything over the limit must be refused or donated to a governmental or non-profit, tax-exempt agency within 30 days of receipt without claiming a tax deduction.
- It is the acceptance of a gift, not its usage that counts – thus a gift is reportable even if you give it to someone else.
- All gifts from a single source that have a cumulative value of \$50 or more must be reported on your Form 700.

Date Rcv'd	Description of Gift	Retail Value	Source Info		
			Name	Address	Business Activity
1/2	Dinner	\$20	Dr. Yez Wi Kan	200 Apendida Drive San Pedro, CA 90731	Parent Group
1/2	Crystal paper weight	\$40	Dr. Yez Wi Kan	200 Apendida Drive San Pedro, CA 90731	Parent Group
1/15	Sweatshirt	\$55	Los Angeles City College	855 N. Vermont Avenue Los Angeles, CA 90029	Community College

Examples