

General Guidelines

Equipment Donations (non-expendable items)

Equipment which requires installation must be approved by the Assistant Superintendent for Facilities and Operations prior to acceptance of the equipment. Determination as to the suitability of the equipment will be made based upon the following:

1. Compatibility of the equipment with existing equipment;
2. Cost of installation and availability of funds;
3. Compatibility of the equipment with long-range plans;
4. Safety and other important considerations;
5. Such considerations as may be suggested by supervisors of the area in which the equipment is to be donated.

Equipment Donations (expendable items)

Approval of the Purchasing Director must be obtained prior to acceptance of expendable items of equipment. The Purchasing Director, prior to approval, will assure that coordination has been accomplished between the Supervisor of the area concerned (Fine Arts, Industrial Arts, etc.) and the principal of the receiving school.

Financial Contributions

Monetary donations should be made by check payable to "_____ School Fund." Any conditions governing the use of such funds should accompany the gift and be filed in the Principal's Office with a copy to the Assistant Superintendent for Finance and Management Services.

Gifts of money may also be made by a will. In these situations school officials will seek counsel from the County Attorney's office.

Acknowledgment

An appropriate acknowledgment by the appropriate administrator will be sent for all gifts. A copy of this letter will be forwarded to the Purchasing Director so the inventory records can be adjusted to reflect the gift.

References

None

Policy Implementation Procedure Adoption and Revision History

Adopted October 4, 2007, Effective October 4, 2007

Renumbered (former PIP 40-1.20.8) effective July 1, 2018