

## Procedure Gifts or Donations

Equipment and material which are donated to a school or are brought to the school for temporary use will be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal will be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal will indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

Any gift presented to the district will satisfy the following criteria:

- A. The purpose or use be consistent with philosophy and programs of the district and Policy 6114;
- B. The district will assume only a minimum financial obligation for installation, maintenance and operation;
- C. The equipment will be free from health and/or safety hazards; and
- D. The equipment will be free from a direct or implied commercial endorsement.
- E. Ask that donors complete the donation or grant agreement.

If a donation is deemed for Private Purpose Funds (student needs), the following procedures will be followed:

1. Each building shall have an Imprest Checking Account for student needs
2. The Principal shall be the fund Custodian
3. Donations must be deposited intact in the school's "Student Needs" account with Bank of the Pacific
4. Funds shall be distributed based on the donor's request
5. Purchases must be pre-approved by the Principal following district purchasing procedures
6. Checks require two signatures. Signers must be added to the account with the Bank of the Pacific and shall include the Building Principal and one or two other staff to be designated by the Principal
7. The Principal shall designate a Secretary to manage the funds:
  - a. Records for all donations (deposits), including the source of funds, date, dollar amount and purpose must be maintained
  - b. Bank account must be reconciled monthly. Discrepancies must be immediately reported to the building Principal and Business Manager

Adoption Date:

Revised Dates: **02.17**