



Financial Management - Series 7000

Gifts – 7260P

GIFTS FOR GENERAL SCHOOL DISTRICT USE:

1. Gifts of cash, goods, equipment and real property for general use within the District, may be accepted by the Superintendent, if the value of such gift is less than \$5,000, and if, in the case of goods and equipment, meets district goals and standards. The Superintendent shall advise the Board of all accepted gifts valued at \$250 or more.
2. Gifts valued at \$5,000 or more require acceptance by Board action.
3. All gifts valued at \$250 or more shall be recorded on a Gift/Donation Form and shall be acknowledged with a thank you letter. The Form and a copy of the gift acknowledgment letter shall be forwarded to the Chief Financial Officer at the district office.

REAL PROPERTY:

All gifts of real property are subject to Board acceptance.

GIFTS DONATED FOR PERSONNEL PURPOSES:

All gifts specified for personnel purposes are subject to Board acceptance.

GIFTS DONATED FOR A SPECIFIC PURPOSE OTHER THAN FOR PERSONNEL:

1. **Gift Value - At least \$250, but less than \$1,000.**
Program directors and building administrators may accept gifts of cash, goods and equipment which are consistent with District goals and objectives. A Gift/Donation Form must be completed and sent along with a copy of the gift acknowledgment letter to the Chief Financial Officer at the district office. The Superintendent will advise the Board of such gifts, including the name of the donor.
2. **Gift Value - At least \$1,000, but less than \$5,000.**
The Superintendent may accept gifts of cash, goods and equipment, which are consistent with District goals and objectives. A Gift/Donation Form must be completed and sent along with a copy of the gift acknowledgment letter to the Chief Financial Officer at the district office. The Superintendent will advise the Board of such gifts, including the name of the donor.

3. Gift Value - \$5,000 or more.

Gifts valued at \$5,000 or more shall be submitted to the Board for acceptance. A Gift/Donation Form must be completed and sent along with a copy of the gift acknowledgment letter to the Chief Financial Officer at the district office.

4. If the donation will be used for installation of equipment or improvements to district property, the Gift/Donation Used for Facility or Grounds Improvements Form must be completed and sent to the Chief Financial Officer at the district office.
5. Funds received for a specific purpose shall be deposited as District revenue and will be assigned for the purpose identified on the Donation Form.

DONATION OF TECHNOLOGY EQUIPMENT

The District Technical Support department has established procedures and standards for accepting technology equipment. All gifts of technology equipment must be pre-approved by the Technical Support department. Prior to accepting a donation of any technology equipment, contact the Technical Support department to review their procedures.

Dated: 03-21-2013