Procedure Items Valued Over $500 Donated to SVUSD

These are the steps involved when items valued over $500 are donated to our school sites. Please read this completely. If you have questions related to this process, please contact Janice Osborne in Ed Services (Ext 4205) or Carol Lovejoy in Fiscal Services (Ext 4103).

1. The donor is given an Acceptance of Gift Form by the site. The donor completes Section A. The expert at the site verifies that the estimated value is reasonable. If not, then they should follow up with the donor to adjust the estimated value. This value is used when items need to be added to our inventory. The site then completes Section B.

2. If the item(s) being donated is a vehicle, please contact the Administrative Assistant for Education Services, Janice Osborne, for further instructions. If the item(s) are specialty items or equipment (i.e. 3-D printer) or if it requires installation or routine maintenance, please reach out to the Facilities or I.T. Department with details of the donated item(s) for possible inspection or approval prior to acceptance of the donation.

3. If the donor informs the site that the donation will be valued in excess of $5,000, please let the donor know that an IRS form 8283 Part B will be required and possibly an appraisal. The site can direct the donor to IRS Publication 561 Determining the Value of Donated Property, and 526 Charitable Contributions to fill out IRS form 8283 for their tax records. It is the responsibility of the donor to value the item donated. Appraisals are required for single items valued over $5,000, AND for related groups of items valued over $5,000 in total. It is not the site's responsibility to have an appraisal done, the donor does this, but the site must verify that section B Part III is completed if required. Feel free to share this section of information with the donor.

   DO NOT give the donor advice on completing the 8283, and instead refer them to their tax accountant.

   Verify that the 8283 is completed (see marked up form with required highlighted areas). If it is not completed, please return the form to the donor.

   If receiving item(s) with a value of over $5,000, DO NOT accept the donated items until the 8283 is complete, and the "expert" at the site who will be using the item(s) agrees with the approximate value of the items donated.

4. The site makes sure the item(s) is/are received.

5. The site sends the completed Acceptance of Gift Form along with a copy of the 8283 (if required) and any supporting documentation (such as inventory lists, copies of receipts of purchase, pictures, etc.), to their Director for approval once the item(s) has been received.

6. Once approved by the Director, the gift letter is prepared by the Director's Administrative Assistant and given to the Senior Admin. In Ed. Services for board approval. The letter does NOT have a value listed. A value is listed on the Acceptance of Gift Form only for inventory purposes.

7. The Senior Admin. then processes for board approval.

8. After board approval, the original letter and gift form are sent to the donor. Copies of both are made for the site and Superintendent's office.

9. A copy of the Acceptance of Gift is sent to Accounts Receivable in Fiscal. A scan of the approved board items is sent to the Senior Accountant in Fiscal.

10. The Senior Accountant emails the Warehouse Supervisor (Harley Heft) and the site if the item(s) needs to be tagged. The site needs to respond to the email with model number, serial number, description of the item and any other pertinent information for the asset records.

11. Tags are sent to the site to place on the item. Once tags are assigned, the Senior Accountant adds the item to the fixed asset record.

12. If the donated item(s) require installation or routine maintenance, it is up to the school site to put in a work order through SchoolDude. A copy of the Acceptance of Gift form and the work order number should be sent to Facilities & Planning Department. Likewise, a copy of the Gift form should be sent to the I.T. Department if it is I.T. related.

DISTRICT OFFICE PROCEDURE:

Once approved by the Director, the gift letter is prepared by the Director's Administrative Assistant and given to the Senior Admin. In Ed. Services for board approval. The letter does NOT have a value listed. A value is listed on the Acceptance of Gift Form only.

1. The Senior Admin. then processes for board approval.

2. After board approval, the original letter and gift form are sent to the donor. Copies of both are made for the site and Superintendent's office.

3. A copy of the Acceptance of Gift is sent to Accounts Receivable and Senior Accountant in Fiscal Services. A scan of the approved board items is sent to Senior Accountant.

4. The Senior Accountant emails the Warehouse Supervisor (Harley Heft) and the site if the item(s) need tagged. The site needs to respond to the email with model number, serial number, description of the item and any other pertinent information for the asset records.

5. Tags are sent to the site to place on the item. Once tags are assigned, the Senior Accountant adds the item to the fixed asset record.