

DONATION PROCESS FOR HACIENDA LA PUENTE USD

Many times there are people and businesses within our community that wish to donate to our district. When considering these donations, please think about the usefulness of the items. Will it benefit the students? Will it cost the District or your school too much money to repair the item, maintain it, or dispose of it?

For example, when computers with older processors are not in excellent working condition, repair bills can be expensive, and/or the District may incur disposal costs. This can be an expensive and time-consuming process and although we appreciate the thought, we must make prudent and smart business decisions always thinking of what is in the best interests of our students.

Generally, a donor will contact a specific site. At this point if you, the site, wish to receive the donation please do the following:

1. If the items are computers or computer related equipment, including network equipment, call NCS first. Do not accept computer equipment and supplies without contacting NCS first with a list of specifications and the intended use. If the items fall in the Facilities area (i.e., playground equipment or an electric cart) then Facilities would need to be contacted first. **ANY donated equipment should have prior approval before accepting the items.** Once the approval is given to accept the equipment please have the individual approving the acceptance sign the attached form.
2. Using the attached form, send the donor's name (as it should appear on the Board agenda, you should confer with the Donor as to how they want their name to appear), company name if any, address, phone number, value of item(s) being donated, and intended use (i.e., someone may donate cash for a library fund specifically, or appliances for an appliance repair class, etc.) to Accounting.
3. Accounting will submit the item to the Board of Education for acknowledgment and formal acceptance. Upon acceptance by the Board, you can contact the Superintendent's office if the donor wishes to receive a letter of acknowledgment.
4. Once the Board has accepted the donation(s) the Purchasing/Warehouse staff will tag the equipment and enter it into inventory (if applicable).
5. Use Finance Departments CASH TRANSMITTAL FORM and attach it to all cash and checks along with this form when submitting to Finance for deposit.

Please contact Earl Carrasco at 626-933-3883 or ecarrasco@hlpusd.k12.ca.us with any questions or concerns regarding donations.