

Technology Donations**Procedures**

1. The Donator of the equipment must fill out the Donation Evaluation Form, and return it to the District before the receipt of any materials.
 - a. Donators must provide software licenses for all software on the computer. It is illegal to transfer ownership of a computer and software without all licenses and media (disks or CD's). Buildings will still be required to purchase all District-required software for the computer. Example of software: MS Office.
2. The Donation Evaluation Form will be reviewed by the District Technology Department to determine if the items meet the Minimum Equipment Requirements.
 - The Hardware and Software purchase forms will be sent back with the Donation Evaluation Form. These forms will have the necessary items listed that the building will have to purchase before the hardware is accepted in the District.
3. If approved by the District Technology Department, the Building Principal will review the Donation Evaluation Form and send it back to the Technology Department to the Technology Director's attention.
4. If approved by the Building Principal, the Donations can then be delivered to the District.
5. Asset tags will then be placed on approved donated equipment and the items will be entered into the District's inventory.
6. The Technology Department will release a Letter of Acknowledgement to the Donator for the approved equipment.

Date of Adoption: Apr. 14, 2014

Reviewed: Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018

Revised: Feb. 11, 2019

Reviewed: Feb. 10, 2020, Feb. 8, 2021, Feb. 14, 2022, Feb. 13, 2023, Feb. 12, 2024